



GSA GREAT LAKES REGION

Date: June 6, 2012

CMC & Maintenance, Inc.
4 Union Street Suite 1
Bangor, ME 04401
Attention: Paul Violette

Re: Solicitation Number GS-05P-12-SE-D-0024 Operations & Maintenance Services
U.S. Courthouse, 300 S. 4th St., Minneapolis, MN

Dear Mr. Violette,

Your proposal dated April 30, 2012, in the amount of \$3,085,973.52, submitted in response to our subject Request for Proposal, is accepted in accordance with the specifications, terms, conditions, and amendments, 0001, 0002, and 0003 dated March 1, 2012, March 5, 2012, and March 12, 2012, respectively. You are hereby awarded contract GS-05P-12-SE-D-0024 Operations & Maintenance Services at the U.S. Courthouse, 300 S. 4th St., Minneapolis, MN. In addition, your offered prices to perform services as identified in Section B are all accepted. This letter serves as you **Interim Notice to Proceed** with the work associated with the contract. The initial performance period will be July 1, 2012 to June 30, 2015.

Enclosed for your records is an executed copy of the SF33 Solicitation, Offer and Award. In addition, a copy of the performance bond (SF 1418) is enclosed. The performance bond representing 20% of the offered contract price (excluding options to extend the term of the contract, if any), is to be returned within 10 calendar days as required by the clause entitled FAR 52.228-16 PERFORMANCE AND PAYMENT BOND OTHER THAN CONSTRUCTION of your contract. One copy of the bond form must be executed by your surety and returned to this office. For your records, please retain the second executed copy.

Upon receipt of this letter, you are requested to immediately contact Greg Elfering, the GSA Security Sponsor for this contract, at 612-725-1862 or gregory.elfering@gsa.gov and provide a Contractor security clearance point-of-contact for contractor (and subcontractor) employees. This individual will be responsible for ensuring timely submittal and accuracy of security clearance applications. He or she will also have the responsibility of monitoring and tracking all security clearance submissions. The GSA Security Sponsor will send additional forms and instructions regarding the security clearance process to the Contractor point-of-contact via email and will assist in determining whether GSA or the Contractor will be responsible for conducting the fingerprinting process (refer to section H of the contract).

Submittals due to the GSA Security Sponsor within 14 days of receipt of this letter include:

- A list of contractor employees for whom you are seeking security clearances for, including their position on the contract,
- Necessary security clearance documents for short term and long term employees, as applicable

Compliance with the security clearance process will be a factor assessed in the Government's evaluation of contractor performance. Failure to submit required security clearance applications in a timely manner jeopardizes the successful on-time completion of the project. Failure to submit security clearance documents may result in the contract being terminated for default.

Tim Scully is designated as the Contracting Officer's Representative (COR) to oversee the contract and Mike Hokkanen is appointed as Alternate Contracting Officer Representative. The COR, or in the absence of the COR, the Alternate COR, should be contacted at telephone number 612-334-4162 and 612-334-4163 respectively, to make the necessary arrangements in preparation for beginning work under the contract. All resumes, schedules, quality control programs, reports, etc., as required by the contract are to be forwarded directly to the COR within the required timeframes.

Evidence of acceptable insurance in not less than the amounts and endorsements specified in the contract and in accordance with clauses entitled FAR 52.228-5 INSURANCE--WORK ON A GOVERNMENT INSTALLATION and GSAR 552.228-5 GOVERNMENT AS ADDITIONAL INSURED in Section I of your contract must be submitted to this office within 10 calendar days. In accordance with these requirements, the contract number and the following statement must appear on the policies:

"Contract GS-05P-12-SE-D-0024. Any cancellation or any material change adversely affecting the Government's interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer."

A **Notice to Proceed with all work** under the contract will be issued after receipt and approval of all required documentation and the GSA Security Sponsor has officially notified the Contracting Officer that security clearances for proposed employees have been received and approved by the Federal Protective Service, Department of Homeland Security

The following documents are enclosed and you must display them in a conspicuous place available to all employees performing work under the contract:

- WH Publication 1313, Notice to Employees Working on Government Contracts
- OFCCP - Poster, Equal Employment Opportunity is the Law
- GSA Office of Inspector General Fraud net Hotline Poster

In addition, the Register of Wage Determination under the Service Contract Act, Wage Determination No. 2005-2287 Rev 11 dated June 13, 2011, is also required to be displayed along with the WH Publication 1313 in a conspicuous place available to all employees performing work under the contract. A copy of this wage determination is included as part of the contract. This will remain part of contract until a fully executed Collective Bargain Agreement (CBA) is reached between your company and the local Union. Once the CBA completed provide this office with a signed copy of it and a modification will be processed to incorporate the CBA into the contract.

If you have any questions or comments, please contact Ron Sieben, Contract Specialist, at (612) 725-3018 or ronald.sieben@gsa.gov.

Sincerely,

(b) (6)

BRIAN H. WEISS
Contracting Officer, MN/WISC Procurement Team
GSA, PBS Great Lakes Region, PMSC

Enclosures

CC: Official File - 5PSSE1A

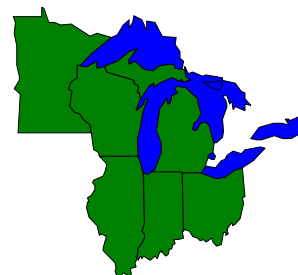
6-6-12



REQUEST FOR PROPOSAL (RFP)

U.S. GENERAL SERVICES ADMINISTRATION

MN-WI Service Center
5600 American Blvd West
Suite 200
Bloomington, MN 55437



PROJECT: Operations and Maintenance Services
Minneapolis U.S. Courthouse
300 S. 4th Street
Minneapolis, Minnesota

SOLICITATION NO: GS-05P-12-SE-D-0024

ISSUE DATE: February 27, 2012

CLOSING DATE & TIME: March 28, 2012
3:00 PM (Central Time)

CONTRACT NO: GS-05P-12-SE-D-0024

DATE OF AWARD: June 6, 2012
Period of Performance July 1, 2012 – June 30, 2015

ISSUED BY: U.S. General Services Administration
Public Buildings Service
MN/WI Service Center
5600 American Blvd West
Suite 200
Bloomington, MN 55437

GSAR 552.219-71 NOTICE TO OFFERORS OF SUBCONTRACTING PLAN REQUIREMENTS (JUNE 2005) The General Services Administration (GSA) is committed to assuring that maximum practicable opportunity is provided to small, HUBZone small, small disadvantaged, women-owned, veteran-owned, and service-disabled veteran owned small business concerns to participate in the performance of this contract consistent with its efficient performance. GSA expects any subcontracting plan submitted pursuant to FAR 52.219-9, Small Business Subcontracting Plan, to reflect this commitment. Consequently, an offeror, other than a small business concern, before being awarded a contract exceeding \$650,000 (\$1,500,000 for construction), must demonstrate that its subcontracting plan represents a creative and innovative program for involving small, HUBZone small, small disadvantaged, women-owned, veteran-owned, and service-disabled veteran owned small business concerns as subcontractors in the performance of this contract.

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SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE 1	OF PAGES
2. CONTRACT NUMBER GS-05P-12-SE-D-0024		3. SOLICITATION NUMBER GS-05P-12-SE-D-0024		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 04/06/2012	
7. ISSUED PMSC- MINNESOTA/WISCONSIN SERVICE CENTER 5600 AMERICAN BLVD WEST, SUITE 200 BLOOMINGTON MN 55437				8. ADDRESS OFFER TO (If other than Item 7) PMSC- MINNESOTA/WISCONSIN SERVICE CENTER 5600 AMERICAN BLVD WEST, SUITE 200 BLOOMINGTON MN 55437			
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".							
SOLICITATION							
9. Sealed offers in original and 2copy for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in Item 8 until 3:00PM CST time, Wednesday, March 28, 2012. CAUTION: - LATE Submission, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.							
10. FOR INFORMATION CALL:		A. NAME RONALD P. SIEBEN		B. TELEPHONE (NO COLLECT CALLS) AREA CODE: 612 NUMBER: 725-3018 EXT.:		C. E-MAIL ADDRESS Roanld.sieben@gsa.gov	
11. TABLE OF CONTENTS							
(X)	SEC	DESCRIPTION	PAGE(S)	(X)	SEC	DESCRIPTION	PAGE(S)
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OFFER (Must be fully completed by offeror)							
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (120 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.							
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)		10 CALENDAR DAYS (%)		20 CALENDAR DAYS (%)		30 CALENDAR DAYS (%)	
		0		0		0	
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.		DATE	
15A. NAME AND ADDRESS OF OFFEROR CMC and Maintenance, Inc 4 Union Street Suite 1 Bangor, ME 04401				16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) Paul E Violette Business Development			
15B. TELEPHONE AREA CODE: NUMBER: EXT.:		15C. CHECK IF REMITTANCE ADDRESS <input type="checkbox"/> IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE (b) (6)		18. OFFER DATE 4/30/2012	
AWARD (To be completed by Government)							
19. ACCEPTED AS TO ITEMS NUMBERED ALL ITEMS ACCEPTED		20. AMOUNT \$1,830,985.20		21. ACCOUNTING AND APPROPRIATION SEE SCHEDULE			
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304(c)(1) <input type="checkbox"/> 41 U.S.C. 253(c)(1)				23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM 25	
24. ADMINISTERED BY (If other than Item 7) PMSC- MINNESOTA/WISCONSIN SERVICE CENTER 5600 AMERICAN BLVD WEST, SUITE 200 BLOOMINGTON MN 55437				25. PAYMENT WILL BE MADE BY General Services Administration Finance Division P.O. Box 17181 Fort Worth, TX 76102-0181			
26. NAME OF CONTRACTING OFFICER (Type or print) BRIAN H. WEISS				27. SIGNATURE (b) (6)		28. AWARD DATE 6-6-12	
IMPORTANT: Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.							
SPMC COMPUTER GENERATED FORM (03-99)							

STANDARD FORM 33 (REV. 9-97)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. Contract ID Code		Page of Pages	
2. AMENDMENT MODIFICATION NO. 0003		3. EFFECTIVE DATE MAR 12, 2012		4. REQUISITION/PURCHASE REQ. NO. 5PSSE-12-0115		5. PROJECT NO. (if applicable)	
6. ISSUED BY PMSC- MINNESOTA/WISCONSIN SERVICE CENTER 5600 AMERICAN BLVD WEST, SUITE 200 BLOOMINGTON MN 55437				7. ADMINISTERED BY (If other than item 6) See Block 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (NO., Street, Country, State and ZIP Code) <i>CMC and Maintenance, Inc. 4 Union Street, Suite 1 Bangor, ME 04401</i>				(x) X		9A. AMENDMENT OF SOLICITATION NO. GS-05P-12-SE-D-0024	
						9B. DATED (SEE ITEM 11) FEB 27, 2012	
						10A. MODIFICATION OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning <u>1</u> copies of amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OR OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
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	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible) <div style="text-align: center; font-size: 1.2em; font-weight: bold;">See Supplementary Page.</div>							
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) <i>Paul E Violette Business Development</i>				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
15B. CONTRACTOR/OFFEROR (b) (6)		15C. DATE SIGNED <i>3/13/2012</i>		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)		(Signature of Contracting Officer)					

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. Contract ID Code		Page of Pages	
2. AMENDMENT MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (if applicable)	
0002		MAR 05, 2012		5PSSE-12-0115			
6. ISSUED BY PMSC- MINNESOTA/WISCONSIN SERVICE CENTER 5600 AMERICAN BLVD WEST, SUITE 200 BLOOMINGTON MN 55437				7. ADMINISTERED BY (If other than item 6) See Block 6			
8. NAME AND ADDRESS OF CONTRACTOR (NO., Street, Country, State and ZIP Code) <i>CMC and Maintenance, Inc.</i> <i>4 Union Street Suite 1</i> <i>Bangor, ME 04401</i>				9A. AMENDMENT OF SOLICITATION NO. GS-05P-12-SE-D-0024			
				9B. DATED (SEE ITEM 11) FEB 27, 2012			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
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Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) <i>Paul E Violette</i> <i>Business Development</i>				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
15B. CONTRACTOR/OFFEROR <div style="background-color: black; color: red; padding: 5px; font-weight: bold;">(b) (6)</div>		15C. DATE SIGNED <i>3/7/2012</i>		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)		(Signature of Contracting Officer)					

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. Contract ID Code		Page of Pages 1 21	
2. AMENDMENT MODIFICATION NO. 0001		3. EFFECTIVE DATE MAR 01, 2012		4. REQUISITION/PURCHASE REQ. NO. 5PSSE-12-0115		5. PROJECT NO. (if applicable)	
6. ISSUED BY PMSC- MINNESOTA/WISCONSIN SERVICE CENTER 5600 AMERICAN BLVD WEST, SUITE 200 BLOOMINGTON MN 55437				7. ADMINISTERED BY (If other than item 6) See Block 6		CODE SE000	
8. NAME AND ADDRESS OF CONTRACTOR (NO., Street, Country, State and ZIP Code) <i>CMC and Maintenance, Inc</i> <i>4 Union Street Suite 1</i> <i>Bangor, ME 04401</i>				(x) X		9A. AMENDMENT OF SOLICITATION NO. GS-05P-12-SE-D-0024	
						9B. DATED (SEE ITEM 11) FEB 27, 2012	
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15B. CONTRACTOR/OFFEROR <div style="background-color: black; color: red; padding: 2px;">(b) (6)</div>		15C. DATE SIGNED <i>3/7/2012</i>		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

SCHEDULE Continued

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0001	<p>Base Period, Period of Performance July 1, 2012 -June 30, 2015.</p> <p>Operations and Maintenance Services for the U.S. Courthouse, Minneapolis, Minnesota</p> <p>Contractor to provide all labor, materials, equipment, and supervision to perform the work required in the attached Statement of Work.</p> <p>ADDITIONAL SERVICES:</p> <p>Hourly Price for Overtime Services Requested by the Government: (b) (4) per hour.</p> <p>Hourly Price for emergency Call-Back Service During Other than Normal Working Hours: (b) (4) per hour.</p> <p>Hourly Price for Additional Service: (b) (4) per hour.</p> <p>Hourly Price for Maintenance Repair Service between \$2,000.00 and \$10,000.00: (b) (4) per hour.</p> <p>Standard Coefficient for Delivery Orders: (b) (4)</p> <p>Accounting and Appropriation Data: 1B2E00596.2012.192X.05.PG61.P0525243.K08.PGA47. .MN0092ZZ. . \$1,830,985.20 PR NUMBER: 5PSSE-12-0115 DELIVERY DATE: 06/30/2015 SHIP TO: 300 S 4TH ST MINNEAPOLIS MN 55415-1320 FOB : Destination Period of Performance: 07/01/2012 to 06/30/2015 Pricing Option: Firm-Fixed-Price</p> <p>Option Lot 1, Period of Performance July 1, 2015 - June 30, 2016.</p> <p>Operations and Maintenance Services for the U.S. Courthouse, Minneapolis, Minnesota</p>	36.00	MO	50,860.70	1,830,985.20
0002	<p>Contractor to provide all labor, materials, equipment, and supervision to perform the work required in the attached Statement of Work.</p> <p>ADDITIONAL SERVICES:</p> <p>Hourly Price for Overtime Services Requested by the Government: (b) (4) per hour.</p> <p>Hourly Price for emergency Call-Back Service During Other than Normal Working Hours: (b) (4) per hour.</p> <p>Hourly Price for Additional Service: (b) (4) per hour.</p> <p>Hourly Price for Maintenance Repair Service between \$2,000.00 and \$10,000.00: (b) (4) per hour.</p> <p>Standard Coefficient for Delivery Orders: (b) (4)</p> <p>Accounting and Appropriation Data:</p>	12.00	MO	52,291.18	<p>OPT 627,494.16</p>

SCHEDULE Continued

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0003	<p>1B2E00596.2012.192X.05.PG61.P0525243.K08.PGA47. .MN0092ZZ. . \$627,494.16 DELIVERY DATE: 06/30/2016 SHIP TO: 300 S 4TH ST MINNEAPOLIS MN 55415-1320 FOB : Destination Period of Performance: 07/01/2015 to 06/30/2016 Pricing Option: Firm-Fixed-Price Option Lot 2, Period of Performance July 1, 2016 - June 30, 2017. Operations and Maintenance Services for the U.S. Courthouse, Minneapolis, Minnesota</p> <p>Contractor to provide all labor, materials, equipment, and supervision to perform the work required in the attached Statement of Work.</p> <p>ADDITIONAL SERVICES:</p> <p>Hourly Price for Overtime Services Requested by the Government: (b) (4) per hour.</p> <p>Hourly Price for emergency Call-Back Service During Other than Normal Working Hours: (b) (4) per hour.</p> <p>Hourly Price for Additional Service: (b) (4) per hour.</p> <p>Hourly Price for Maintenance Repair Service between \$2,000.00 and \$10,000.00: (b) (4) per hour.</p> <p>Standard Coefficient for Delivery Orders: (b) (4)</p> <p>Accounting and Appropriation Data: 1B2E00596.2012.192X.05.PG61.P0525243.K08.PGA47. .MN0092ZZ. . \$627,494.16 DELIVERY DATE: 06/30/2017 SHIP TO: 300 S 4TH ST MINNEAPOLIS MN 55415-1320 FOB : Destination Period of Performance: 07/01/2016 to 06/30/2017 Pricing Option: Firm-Fixed-Price</p>	12.00	MO	52,291.18	<p align="right">OPT 627,494.16</p>

B. SERVICES, ORDERING AND PRICES

B.1. DESCRIPTION OF SERVICES

The Contractor shall provide all Management, Supervision, Labor, Materials, Supplies, Repair Parts, Tools and Equipment for the services described in this solicitation including inspection, testing, and maintenance of all fire protection systems. This contract is being solicited as a three year contract, with two additional option periods of one year each. The offer sheet shown below is used to document the Contractor's price to the Government for the required services. Prices are required for the following location:

**United States Courthouse
300 South Fourth Street
Minneapolis, MN 55415-2247**

B.1.0 Offer for Services

A. Initial Offer – Initial 36 month period

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	UNIT
1.	Monthly Price for Preventive Maintenance, Repair, Service Call; and Related Services.	36 Months	\$50,860.70	Month
2.	Hourly Price for Overtime Service Requested by the Government.	1 Hour	(b) (4)	Hour
3.	Hourly Price for Emergency Call-Back Service During Other Than Normal Working Hours.	1 Hour		Hour
4.	Hourly Price for Additional Service.	1 Hour		Hour
5.	Hourly Price for Maintenance Repair Service Between \$2,000.00 and \$10,000.00	1 Hour		Hour
Prompt Payment Discount:0%		0	Days	

B. Option Lot 1 - First Additional 12 Month Period

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	UNIT
1.	Monthly Price for Preventive Maintenance, Repair, Service Call; and Related Services.	12 Months	\$52,291.18	Month
2.	Hourly Price for Overtime Service Requested by the Government.	12 Hours	(b) (4)	Hour
3.	Hourly Price for Emergency Call-Back Service During Other Than Normal Working Hours.	1 Hour		Hour
4.	Hourly Price for Additional Service.	1 Hour		Hour
5.	Hourly Price for Maintenance Repair Service Between \$2,000.00 and \$10,000.00	1 Hour		Hour
Prompt Payment Discount: 0%		0	Days	

C. Option Lot 2 - Second Additional 12 Month Period

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	UNIT
1.	Monthly Price for Preventive Maintenance, Repair, Service Call; and Related Services.	12 Months	\$52,291.18	Month
2.	Hourly Price for Overtime Service Requested by the Government.	1 Hour	(b) (4)	Hour
3.	Hourly Price for Emergency Call-Back Service During Other Than Normal Working Hours.	1 Hour		Hour
4.	Hourly Price for Additional Service.	1 Hour		Hour
5.	Hourly Price for Maintenance Repair Service Between \$2,000.00 and \$10,000.00	1 Hour		Hour
Prompt Payment Discount: 0%		0	Days	

Standard Coefficient for Delivery Orders*

(b) (4)

*The Standard Coefficient refers to the contractors Overhead and Profit percentage that is included on all delivery orders associated with this contract. Sections H.20.4 and H.20.5 have references as to how it should be used.

All the contractor's labor hour prices must include expenses for overhead, General and Administrative (G&A) and profit. Thus no separate allowance for travel time, parking, overhead, G&A or profit will be applied when hourly services are ordered.

Offerors are cautioned not to confuse overtime services with additional services. Additional services are defined as any work requested by the Government that is within the scope of this contract but in addition to the contract requirements. Overtime services are defined as work within the scope of the contract originally intended to be performed during normal working hours, where the Government requests the work be performed outside of normal working hours to expedite the return of a piece of equipment to operating condition or to minimize disruption to tenants.

The GSA Form 300 will describe the service (for orders of \$2,500.00 or more) to be provided and will establish, excluding emergencies as determined by the Contracting Officer (CO) or the Contracting Officer's Representative (COR), the maximum number of hours for which the contractor will be compensated. Orders of \$2,500.00 or less may be processed using either direct pay procedures or the Governmentwide commercial purchase card, which is the preferred method to purchase and to pay for micropurchases. Individual orders for additional services involving more than forty (40) hours will only be issued with the assent of the contractor.

The government will require the contractor to perform preventive maintenance (pm) on light fixtures (washing and re-lamping) as part of the basic monthly service; therefore, the contractor shall **include any costs for this service in the basic monthly price.**

The contractor is required to provide preventive maintenance, testing, inspection and related services for the fire protection systems equipment and all Building Automation systems.

NOTE: The Contractor is reminded that there are documents that are required to be prepared and submitted as part of the performance of this contract (refer to Paragraph C.8.). Monthly invoices must be submitted after all required paperwork has been sent to the COR. Invoices received prior to the Government's receipt of the required submittals will be rejected. Please refer to FAR 52.232-25.

***Contractor will not automatically repair or replace parts on any item in the Agency Owned Equipment List. If repairs or replacements are needed, an estimate must be submitted to the COR that includes all costs. The agency/GSA has the right to hire an "outside contractor if they so desire".

C. DESCRIPTION/SPECIFICATION/STATEMENT OF WORK**C.1. SCOPE OF WORK**

- A. The Contractor shall provide all management, supervision, labor, materials, supplies, repair parts, tools, and equipment **including inspection, testing, and maintenance of all fire protection systems and Building Automation systems**, and shall plan, schedule, coordinate and ensure effective and economical completion of all work and services specified in this contract to include:

1. Electrical systems and equipment.
2. Mechanical, plumbing, energy management control systems (EMCS) where applicable, and heating, ventilation, and air conditioning (HVAC) systems and equipment.
3. Fire protection and life safety systems and equipment.
4. All control systems that are within the scope of this contract.
5. Architectural and structural systems, fixtures, and equipment within the site (to the property line).
6. Service request desk operations, to include record keeping using a computerized maintenance management system (CMMS) as well as other administrative functions.
7. Mechanical equipment for window washing (wall glider, tracks, and associated equipment).
8. Locks of all kinds on all common area doors and static and dynamic bollard systems.
9. Dock levelers.

Additional services may be ordered at the discretion of the Government for work relating to the operations, maintenance and repair or upgrade of the covered facilities, but not covered in the basic services of the contract, as described in this document.

- B. These specifications are a statement of the minimum level of work and services that are to be provided in certain areas under this contract. They are not intended to be, nor shall they be construed as, limiting specifications or requirements. At a minimum, the Contractor will be required to take all steps and measures which would be taken by a prudent building owner to maximize the life expectancy of the property, including having a journeyman mechanic(s) on-site for a minimum of **24 hours per normal work day**. This would include the hours of a working supervisor, but will not include any reimbursable hours. If journeyman mechanic hours are replaced by a trade's helper or other lessor skilled category, the contractor must provide revised pricing to account for decreased labor costs, or provide additional hours to compensate.

- C. All mechanical, electrical, utility, fire protection systems equipment, exterior/interior systems in the buildings shall be operated and/or maintained at the highest level of efficiency compatible with the current energy conservation requirements, nationally recognized codes and standards and maintained at an acceptable level, throughout the contract performance period. An "acceptable level" of maintenance is defined as the level of maintenance which will preserve the equipment and structure in unimpaired operating condition; i.e., above the point where deterioration will begin, thereby diminishing the normal life expectancy of the equipment and/or structure. The Contractor is responsible for performing scheduled and unscheduled maintenance and maintenance repairs, as necessary, on a 24-hour a day, 365 days per year basis including emergency call-back service.

Damage to equipment or components caused by failure or defect in any other equipment or component is the responsibility of the contractor.

- D. The Contractor shall maintain the machinery spaces, shops and storerooms in a clean and orderly manner. When work is performed in these areas, the Contractor's personnel shall clean up all debris and leave the area in a presentable condition. The machinery rooms including floors and the equipment located within the machinery rooms shall be painted as necessary to maintain the appearance of the room and equipment. When painting, the Contractor must comply with the **ANSI** color coding system outlined in the **ANSI A13.1**, Scheme for the Identification of Piping Systems, and maintain the identity (identification information) of the equipment. The Contractor must obtain the approval of the COR before storing anything in machinery spaces.

Storage shall not negatively impact the means of egress, fire protection systems and emergency lighting; nor shall it significantly increase the amount of combustible material in the machinery space. Clearances from electrical equipment shall be maintained as required by **NFPA 70**, the **National Electrical Code**.

- E. The Contractor shall develop and implement operational guidelines covering all aspects of the building operation including but not limited to watches, tours, water treatment, preventive maintenance (PM), energy conservation, etc. A copy of the guidelines shall be submitted to the COR within 5 days after award. All equipment shall be maintained in accordance with the manufacturer's recommendations and/or the best practices of the industry. Equipment under warranty shall be maintained in accordance with warranty instructions and conditions. Any warranty information will be provided to the contractor by the COR within 30 days of the performance start date.

Preventive maintenance includes, but is not limited to, greasing, oiling, adding refrigerant, changing filters, cleaning, adjusting, replacing belts and replacing of other expendable items, it also includes scheduled work on items of equipment or systems required to provide continuing operation, to preclude unnecessary breakdowns and to prolong the life of equipment or systems.

Watches involve performing certain tasks required for the operation of boilers, compressors, and related equipment in a centralized location. Watches include, but are not limited to, starting equipment, checking at designated intervals all operating equipment in the area, recording readings, shifting equipment and loads, and making adjustments at the central control center, and taking water samples, making tests and adding chemicals as required. A watch does not mean that the operator stays in the same location for an entire shift. The time spent is that required to perform the tasks.

In providing full fire protections systems inspection, testing and maintenance service compliance shall be met with manufacturer's recommendations, **National Fire Protection Association (NFPA)** standards, **ASME Safety Code** requirements, **ICC International Building Code**, **ICC International Fire Code**, **GSA Facilities Standards for the Public Buildings Service (PBS-P100)**, and all other applicable laws, regulations, rules, ordinances, codes, etc. The National Code shall overrule whenever codes, laws, regulations, etc. are in conflict with each other. The authority having jurisdiction in these matters is the GSA Regional Fire Protection Engineer. Full inspection, testing and maintenance service is defined as all services, repairs and testing necessary to maintain all fire protection systems, appurtenances, components and accessories in a fully operational mode at all times and in compliance with the aforementioned codes and standards.

Fire protection systems required for the safe occupancy of the facility shall be returned to service as soon as possible. During the time that this equipment is out of service, a qualified fire watch shall be provided at no additional expense to the Government.

- F. Replacement Air Filters. High efficiency air filters should be used when replacing the filters in air handlers and other equipment that utilize air filtration. The contractor will only use air filters with known Minimum Efficiency Reporting Value (MERV) as defined in the ANSI/ASHRAE Standard 52.2-1999. Where available, filters must have a factory installed antimicrobial coating. If filter media without antimicrobial coating are the only ones available, the spray-on antimicrobial coating must be applied.

The contractor shall replace air filters with the air filters that generally have the highest MERV value consistent with the CFM of the fan. The contractor must maintain minimum ventilation standards in ASHRAE Standard 62-1989. Prior to installation, the COR must approve the filters to be used.

Filter Monitoring. The contractor shall report on their procedure for monitoring to ensure that the filters are changed as recommended by the manufacturer.

Employee Protection. Employees changing filters shall comply with existing OSHA requirements regarding the use of appropriate protective clothing and respiratory protection.

Disposal of Used Filters. The contractor shall dispose of used filters following routine maintenance procedures. The contractor will be advised by the COR if additional precautions need to be taken regarding handling and disposal of filters. This determination will be made based the risk level associated with the facility and whether evidence exists of a previous contamination incident or credible threat to the facility. If there is a reasonable expectation that contamination has occurred, the COR will instruct the contractor to handle and dispose of used filters as hazardous material. If the contractor has reason to suspect the filters contain hazardous material, the contractor shall notify the COR before disposing of the filters. In the event hazardous material disposal procedures are required, the contractor shall request written approval from the COR and provide a cost estimate for disposal. The contractor shall separately invoice for approved hazardous material disposals.

The air-drying device for the sensors on air intakes will be maintained under this contract.

- G. When equipment is taken out of service for any reason, the Contracting Officers Representative (COR) shall be notified immediately. Notification will include the reason for outage, action being taken to return equipment to service and the anticipated schedule for the equipment re-entering service.
- H. Tenant agency furniture and office equipment in the Contractor's immediate work area shall be moved and protected by the Contractor and returned to its original location once work is completed. If the contractor's work will not allow furniture and office equipment to be replaced to its original location, new locations will be designated by the COR or the tenant agency head. The Contractor is responsible for repair or replacement due to damage as a result of moving agency furniture or office equipment.
- I. The Energy Policy Act of 2005 requires the General Services Administration to reduce energy consumption per gross square foot in Federal buildings by 2 percent per year in fiscal years 2006 through 2015 compared to fiscal year 2003.

When purchasing energy consuming products, procure an Energy Star product or a product that is designated under the Federal Energy Management Program (FEMP) of the Department of Energy as being among the highest 25 percent of equivalent products for energy efficiency, FEMP designated product; unless (A) an Energy Star product or FEMP designated product is not cost-effective over the life of the product taking energy cost savings into account; or (B) no Energy Star product or FEMP designated product is reasonably available that meets the functional requirements of the General Services Administration.

In the case of electric motors of 1 to 500 horsepower, only premium efficient motors shall be installed.

Take actions to maximize the efficiency of air conditioning and refrigeration equipment, including appropriate cleaning and maintenance, including the use of any system treatment or additive that will reduce the electricity consumed by air conditioning and refrigeration equipment. Any such treatment or additive must be—

“(A) determined by the Secretary of Energy to be effective in increasing the efficiency of air conditioning and refrigeration equipment without having an adverse impact on air conditioning performance (including cooling capacity) or equipment useful life;

“(B) determined by the Administrator of the Environmental Protection Agency to be environmentally safe; and

“(C) shown to increase seasonal energy efficiency ratio (SEER) or energy efficiency ratio (EER) when tested by the H. R. 6—18 National Institute of Standards and Technology according to Department of Energy test procedures without causing any adverse impact on the system, system components, the refrigerant or lubricant, or other materials in the system. A hardware device or primary refrigerant shall not be considered an additive.

Comply with, all Federal, State, interstate, and local requirements, both substantive and procedural (including any requirement for permits or reporting or any provisions for injunctive relief and such sanctions as may be imposed by a court to enforce such relief), respecting underground storage tanks in the same manner, and to the same extent, as any person is subject to such requirements, including the payment of reasonable service charges. The reasonable service charges include, but are not limited to, fees or charges assessed in connection with the processing and issuance of permits, renewal of permits, amendments to permits, review of plans, studies, and other documents, and inspection and monitoring of facilities, as well as any other nondiscriminatory charges that are assessed in connection with a Federal underground storage tank regulatory program.

C.1.1 Excluded from this scope are:

1. Security Intrusion and Duress Alarm systems.
2. Card Access Control systems (the associated electronic and key locks ARE included in basic service)
3. Telecommunication systems.
4. Equipment owned and operated by tenant agencies (Except equipment contained in the “Agency Owned Equipment” list, and as ordered by COR)
5. Furnishings (not installed as fixtures).
6. Equipment owned by servicing public utilities.
7. Lawn sprinkler heads.

C.2. DEFINITIONS

C.2.1 Acceptance

“Acceptance” means an authorized representative of the Government has inspected and agreed that the work meets all requirements of this contract, to include documentation requirements.

C.2.2 Acts of God:

“Acts of God” means an act, event, happening or occurrence due to natural causes and inevitable accident, or disaster and is in no sense attributable to human acts.

C.2.3 Additional Services

“Additional services” are services that the Contractor will provide at an additional cost to the Government, to include all labor, supervision, supplies and materials specifically identified as being outside the provisions of the basic services and included in the offeror’s overall pricing. These services may be provided during or after normal working hours. The Contracting Officer (CO) will issue a separate delivery order before work may proceed.

C.2.4 Agency Owned Equipment

“Agency owned equipment” is equipment not owned by GSA and not on the buildings equipment inventory. Equipment owned by the agency.

C.2.5 Alternate Contracting Officer’s Representative (ACOR):

“Alternate Contracting Officer’s Representative” is a person designated by the COR at time of award and if necessary revised by letter during the contract period to assist him/her in discharging his/her responsibilities. The responsibilities of the ACOR include, but are not limited to: Evaluating Contractor performance with the Government's representative at the work site; advising the Contractor of proposed deductions for nonperformance or unsatisfactory performance; compliance with contract requirements insofar as the work is concerned; and advising the CO and COR of any factors which may cause delay in work performance. The ACOR will assist in the discharge of the Contracting Officer's responsibilities when the Contracting Officer is unable to be directly in touch with the contract work

C.2.6 Approval

“Approval” means the Government has reviewed submittals, deliverables, and administrative documents (e.g., insurance certificates, installation schedules, planned utility interruptions, etc.) and has determined the documents conform to contract requirements.

C.2.7 Architectural and Structural

“Architectural and structural” maintenance and repairs are defined as maintenance and repair work involving the interior and exterior of the buildings including; but not limited to: exterior walls, roofing, flashing, skylights, chimneys, ventilators (and other items that pierce the roof), gutters, down spouts, splash blocks, overhangs, windows, doors, sidewalks, driveways, roads, curbing parking areas, patios and exterior stairways, interior walls, floor coverings, concrete floors, hardwood flooring, carpeting, carpet tile, interior stairways, ceilings and ceiling tile, venetian blinds and shades, door windows, permanent fixtures, toilet fixtures and accessories (i.e. towel dispensers, soap dispensers, tissue holders, etc.), piping systems, electrical systems and equipment (including lighting fixtures).

C.2.8 Basic Services

The “basic services” of the contract consist of the recurring contract requirements for which the Contractor is paid as a base price, i.e., the requirements established by the contract statement of work and related general and administrative requirements that do not contain provisions for separate reimbursement.

C.2.9 Building Automation System (BAS)

The “building automation system” is a system controlling and monitoring building HVAC, and possibly other systems, to include all device, field, and global controllers; instrumentation; networking infrastructure; computers and peripherals; software; programming; database files; and licenses.

C.2.10 Building Operating Plan

The “building operating plan” is a mandatory plan that the Contractor prepares for Government approval that describes the Contractor’s program for operating and maintaining the building, to include both normal circumstances and contingencies.

C.2.11 Computerized Maintenance Management System (CMMS)

A “computerized maintenance management system” is a database and application software package that automates the O&M and repairs record keeping requirements.

C.2.12 Consumable Parts

“Consumable parts” or components are parts or components that customarily require regular replacement rather than repair in a maintenance program and must be handled in an environmentally sound manner. Examples include oil, grease, belts, filters, ballasts, lamps, etc.

The Contractor is responsible for any consumables (including fuel) used during day-to-day operation of a generator, i.e., exercising the generator, testing, etc. Operation of a generator for an extended period or due to a power loss would be treated as a reimbursable expense. If the operation of the generator is caused by Contractor negligence, the Contractor shall be liable for the full cost of refueling, any other provisions notwithstanding.

C.2.13 Contract Manager:

“Contractor manager” is a person, designated in writing by the Contractor, who has complete authority to act for the Contractor during the term of the contract. The contract manager shall have the authority to accept notices of deductions, inspection reports and all other correspondence on behalf of the Contractor.

C.2.14 Contracting Officer (CO):

“Contracting officer” is the person with the overall responsibility for administering this contract. He/she alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify, or deviate from the contract terms, conditions, requirements, specifications, details and delivery schedules; make final decisions on disputed deductions from contract payments for nonperformance or unsatisfactory performance; terminate the contract for convenience or default; and issue final decisions regarding contract questions or matters under dispute. Additionally, he/she may delegate certain other responsibilities to his/her authorized representatives.

C.2.15 Contracting Officer’s Representative (COR):

“Contracting officer’s representative” is the person designated by the CO at time of award and if necessary revised by letter during the contract period to assist him/her in discharging his/her responsibilities. The responsibilities of the COR include, but are not limited to: Evaluating Contractor performance with the Government’s representative at the work site; advising the Contractor of proposed deductions for nonperformance or unsatisfactory performance; compliance with contract requirements insofar as the work is concerned; issuing purchase orders, and advising the CO of any factors which may cause delay in work performance. The COR will assist in the discharge of the Contracting Officer’s responsibilities when the Contracting Officer is unable to be directly in touch with the contract work.

C.2.16 Contractor:

“Contractor” refers to the individual, firm, partnership, company, or corporation providing the services and directly contracting with the General Services Administration as the prime contractor in the performance of the work described herein.

C.2.17 Controls and Control System

“Control system” is any low-voltage control, communication and monitoring system, including but not limited to device, field and global controllers; instrumentation; networking infrastructure; computers and peripherals; software; programming; database files; licenses and pneumatic controls. Examples are the BAS and lighting control systems. Fire protection systems and security systems are excluded from this definition for purposes of this contract and are defined separately. Gateway devices and mapping software and files for data interchange between a control system and a fire protection or security system are considered part of the control system.

C.2.18 Defective Service

“Defective Service” is a unit of service that does not conform with specified requirements.

C.2.19 Designated Ordering Officials

“Designated Ordering Officials” under this contract will be provided to the Contractor by separate letter. Ordering Officials may be added or deleted as personnel changes necessitate. The Contractor will be informed of such changes in writing.

C.2.20 Emergency Callback

An “emergency callback” is a service request or other request for service placed outside of normal working hours and of such a nature that response cannot wait for the resumption of the next day’s normal working hours.

C.2.21 Emergency Service Calls:

“Emergency service calls” are responses and subsequent maintenance repairs or adjustments of Fire Protection Systems, mechanical, electrical, or plumbing malfunctions or problems reported to the Contractor by GSA personnel and declared to be of an emergency nature.

C.2.22 Existing Deficiency List Report

The “existing deficiency list report” or “existing deficiency list” is a list of deficiencies that may exist in the equipment and systems covered by this performance work statement, as well as the Contractor's itemized price (including, but not limited to, labor, materials, overhead, and profit) for correcting each deficiency.

C.2.23 Federal Holidays

“Federal holidays” for the purposes of this contract are New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, and Christmas Day. When Federal holidays fall on weekends, a weekday is typically designated as the holiday. Holidays that fall on Saturday are observed on the previous Friday and holidays that fall on a Sunday are observed on the following Monday.

C.2.24 Fire Protection and Life Safety Systems

“Fire protection and life safety systems “ are systems and equipment installed in the building to (1) detect fire and products of combustion, (2) notify building occupants and emergency responders, (3) initiate smoke control and management systems (4) initiate fire suppression systems, (5) control or suppress fires and (6) facilitate or enhance emergency egress. These systems also may communicate with other major building systems for fire and smoke control, elevator recall, and utilities control. Life safety systems and equipment includes emergency lighting, exit signage, special egress door locking arrangements, and exit stair markings.

C.2.25 Government Contract Inspectors:

“Government Contract Inspectors” (also identified as Quality Assurance Evaluators) are subordinates of the COR and are responsible for inspecting and monitoring the Contractor's day-to-day work. The responsibilities of the Contract Inspector include, but are not limited to: Inspecting the Contractor's work to ensure compliance with the contract requirements; documenting, through written inspection reports, the results of all inspections conducted; ascertaining that all defects or omissions are corrected; conferring with Contractor representatives regarding any problems encountered in work performance, and generally assisting the COR in meeting his/her contract responsibilities. The Contractor shall make every attempt to join the cleaning inspector while he/she conducts inspections under this contract.

C.2.26 Historic (Property):

“Historic Property” a property listed on the National Register of Historic Places (NHPA) requires the building preservation plan remain intact. Any question regarding the historic preservation program shall be coordinated with the COR.

C.2.27 Indefinite Quantity

“Indefinite quantity” provisions permit the Government to order additional work, in addition to the basic services, and upon acceptance permit additional payment to the Contractor.

C.2.28 Miscellaneous Work – N/A**C.2.29 Installing Contractor**

“Installing Contractor” refers to construction contractor or subcontractor who originally installed the equipment, system, part, item, unit, or component.

C.2.30 Maintenance Repairs:

“Maintenance repairs” are defined as unscheduled work required preventing a breakdown of a piece of equipment or system or putting it back in service after a breakdown or failure. The Contractor is to provide all necessary maintenance repairs where the cost of labor, material and parts is expected to be \$2,000.00 or less as part of the basic service provided for under this contract.

C.2.31 Major Repairs:

“Major Repairs” are defined as unscheduled work required to prevent a breakdown of a piece of equipment or a system or to put it back in service after a breakdown or failure and repairs to interior and exterior components where the cost of the labor, materials, and parts is expected to exceed \$10,000.00. This dollar threshold applies to each individual repair job that may be required. The Contractor will not be required to perform any major repairs under this contract and he/she is NOT responsible for the first \$2,000.00 for each job in this category.

C.2.32 Management Information Data:

“Management Information Data” is reports, records, and logs that contain information relative to the operation of the building such as but not limited to: service call logs and sign-in and sign-out sheets. This information must have the capability of being imported into an Excel program.

C.2.33 Miscellaneous Labor Requirement:

“Miscellaneous Labor Requirements” are jobs which will include; but are not limited to: [miscellaneous building work such as making door keys, hanging pictures, maps and bulletin boards, installing door identification cards, changing directory boards, etc. This provision shall not be construed to include the planned replacement or repair of entire systems unless a master key is lost, then the entire building must be rekeyed. The Contractor will furnish labor and normal tools of the trade. Special equipment and materials will be furnished by the Government.

C.2.34 Negligence:

“Negligence” is the failure to use care under the circumstances, it is the doing of some act which a person of ordinary prudence would not have done under similar circumstances or failure to do what a person of ordinary prudence would have done under similar circumstances.

C.2.35 Non-Reimbursable Repair

A “non-reimbursable repair” is a repair that is the Contractor’s responsibility with no additional reimbursement from the Government.

C.2.36 Normal Operating Time:

The “normal operating time” for building equipment and systems will be considered as the time necessary to operate the building’s heating and air conditioning equipment to provide the environmental temperatures mandated by GSA during the heating and cooling seasons. Normal building hours are from 7:00 am to 5:00 pm. Monday through Friday, excluding Federal holidays.

C.2.37 On-Site Supervisor:

“On-Site Supervisor” is the person designated in writing by the Contractor who has authority to act for the Contractor on a day-to-day basis at the work site. The on-site supervisor must be able to communicate in English orally and in writing.

C.2.38 Occupant Emergency Plan (OEP)

The largest agency in each building is responsible for development and enforcement of the building’s “Occupant Emergency Plan” (OEP). The OEP details what the building tenants must do in case of an emergency. The plan identifies fires wardens, shelter in place locations etc. The Contractor must support all OEP efforts to the fullest extent possible.

C.2.39 Operations

“Operations” is the continual process of using building equipment systems to accomplish their function, optimize building performance, and improve energy efficiency. Operations includes analysis of requirements and systems capabilities, operating controls and control systems, responding to service requests, touring and observing equipment performance and condition, adjusting equipment, identifying needed maintenance and repairs to equipment, and maintaining lubrication and chemical treatments, etc., and includes the daily or other periodic starting, stopping, adjusting, inspecting, lubricating, etc., of the mechanical, electrical, utility, and interior and exterior structural equipment and systems.

C.2.40 Overtime:

“Overtime services” are services provided at times other than those defined as “normal operating time.” Periodically, occupant agencies may work on Saturdays, Sundays or evenings in which case the building equipment must be operated to maintain the environmental conditions present during normal operating hours. Also, there may be occasions when it is deemed necessary by the COR that certain repair or maintenance services be performed at times other than normal operating time (for example, to restore a boiler to operation before the start of the next work day).

C.2.41 Predictive Maintenance

“Predictive maintenance” is a program of maintenance activities in which scheduling of maintenance derives from monitoring the operating condition, or changes in the operating condition, of equipment being maintained.

C.2.42 Preventive Maintenance (Scheduled and Unscheduled)

“Scheduled preventive maintenance” is a program of maintenance activities performed based on a fixed schedule or on equipment runtimes. “Unscheduled preventive maintenance” is all work performed including adjustments and procedures necessary to sustain the proper operation of all building equipment and systems pending a scheduled procedure.

C.2.43 Quality Assurance:

“Quality Assurance” is actions taken by the Government to ensure services meet contract requirements.

C.2.44 Quality Control:

“Quality Control” is continuous actions taken by a Contractor to control the performance of his or her employees and subcontractor’s services so that they consistently meet the contract requirements. The “quality control plan” (QCP), is the Contractor’s complete written system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable. Preparation of this document is the responsibility of the Contractor.

C.2.45 Quality Performance Standard:

“Quality Performance Standard” is the overall quality performance standard the contractor will be held to: The contractor will operate the facility throughout the contract period with the outcome of ensuring that the physical and capital assets are maintained and preserved in the same or better condition than they were in when the contractor first started the contract, normal operating wear taken into account.

C.2.46 Repair

A “repair” is an act of restoring inoperable, dysfunctional or deteriorated equipment, systems, or material to a fully functional, non-deteriorated state. Repairs usually involve some combination of labor and replacement parts, components or materials.

C.2.47 Reimbursable Repair

A “reimbursable repair” is a repair that is reimbursable to the Contractor, in whole or in part, in accordance with the provisions in this document.

C.2.48 Routine Service Calls:

“Routine service calls” are responses and subsequent maintenance repairs or adjustments of mechanical, electrical, or plumbing malfunctions or problems reported to the Contractor by building occupants or GSA personnel. This includes replacing burnt out light bulbs and ballasts as required.

C.2.49 Sequence of Operations

A “sequence of operations” is the control logic used to operate a system normally put into effect through a control program.

C.2.50 Service Request

A “service request” is a response to a GSA, tenant, or agency request or a response to an observation that some equipment, system or material covered by the contract is inoperable, dysfunctional, deteriorated, or not within normal operating parameters, or that performance standards of the contract are not being met. Service request response involves analysis of the problem and adjustment of operating or monitoring controls or other immediate corrective action. A requirement to perform a repair may result from the analysis stage of a service request. Service requests may be generated automatically from interfaces to BAS or diagnostic software.

C.2.51 Shall vs. Will and Shall vs. Must:

“Shall vs. Will and Shall vs. Must” Throughout this solicitation, the terms “shall”, “will” and “must” are used. “Shall”, “will” and “must” denote the imperative. They indicate an obligation to act. In this solicitation, and any resulting contract, “shall”, “will” and “must” have the same meaning.

C.2.52 Sign In/Sign Out (Log):

“Sign In/Sign Out Log” is the designated log format used for Contractor/Subcontractor employee's identification by providing appropriate information and employee signatures as to when they enter and exit the building. The Government requires all Contractor/Subcontractor employees to use this form whenever they enter or leave the building.

C.2.53 Tour

A “tour” is generally a scheduled walkthrough of equipment rooms and installations including computer rooms, and restrooms, etc. by Contractor operating personnel for the purpose of ensuring that equipment is running properly, ensuring that equipment rooms are in good order and without safety hazards, and making any necessary adjustments to operating controls or to lubricate equipment. A tour may also involve a combination of such physical visits in addition to using automated systems for the monitoring of equipment and systems.

C.2.54 Vandalism:

“Vandalism” is willful and malicious destruction of property.

C.2.55 Contractor Performance Assessment Reporting System (CPARS)

“Contractor Performance Assessment Reporting System” is a web based contractor performance evaluation system used by Government agencies including GSA to evaluate contractors on a semi-annual basis. The CPARS was created as a Federal multiple-agency, shared-file system that collects, maintains, and disseminates contractor performance information as required by Federal Acquisition Regulation (FAR), Subpart 42.15.

C.2.56 Vertical Transportation Systems

“Vertical transportation systems” include elevators, escalators, dumbwaiters, lifts, etc.

C.2.57 Warranted as Presented:

“Warranted as Presented” is when the presenter guarantees the report or item presented as being accurate and truthful.

C.2.58 Watch

A “watch” involves performing certain tasks required for the operation of the HVAC equipment (central systems over 300 tons), boilers, compressors, and related equipment in a centralized location. Watches include, but are not limited to starting equipment, checking at designated intervals all operating equipment in the area, recording readings, shifting equipment and loads, making adjustments at the central control center, taking water samples, making tests, and adding chemicals as required. A watch does not mean that the operator stays in the same location for an entire shift. The time spent is that required to perform the tasks.

C.3. REFERENCES

The following publications are incorporated by reference as setting quality, performance, and design standards for work required in this document. Unless a specific date is provided, references are for the current edition published at the time of issue of the solicitation, to include any addenda or errata published by the issuing organization.

- Public Buildings Service Operations and Maintenance Standards Draft
- Facilities Standards for the Public Buildings Service (PBS P100)
- Child Care Center Design Guide (PBS 140)
- U.S. Courts Design Guide
- SMACNA Sheet Metal and Air Conditioning Contractors National Association HVAC Systems Testing, Adjusting & Balancing
- AHERA Asbestos Hazard Emergency Response Act
- American Society of Non-destructive Testing Recommended Practices SNT-TC-1A

- ASHRAE Guideline 1 HVAC Commissioning Process
- ASHRAE Guideline 4 Preparation of Operating and Maintenance Documentation for Building Systems
- ANSI/ASHRAE Standard 15 Safety Code for Mechanical Refrigeration
- ANSI/ASHRAE Standard 34 Number Designation and Safety Classification of Refrigerants
- ANSI/ASHRAE Standard 55, Thermal Environmental Conditions for Human Occupancy
- ANSI/ASHRAE Standard 62, Ventilation for Acceptable Indoor Air Quality
- ANSI/ASHRAE Standard 100, Energy Conservation in Existing Buildings/Commercial
- ANSI/ASHRAE Standard 111, Practices for Measurement, Testing, Adjusting, and Balancing of Building Heating, Ventilation, Air-Conditioning, and Refrigeration Systems;
- ANSI A13.1, Scheme for Identification of Piping Systems
- ASME Boiler and Pressure Vessel Code
- ASME CSD-1 Control and Safety Devices of Automatically Fired Boilers
- National Board of Boiler and Pressure Vessel Inspectors, National Board Inspection Code

- ASME 17.1, American Society of Mechanical Engineers Safety Code for Elevators and Escalators, 2000 Edition with addendums
- OSHA 29 CFR 1910 and 29 CFR1926
- CSI Master Format
- Clean Air Act
- Clean Water Act
- EPA Green Book
- EPA Purple Book
- Strengthening Federal Environmental Energy and Transportation Management (Executive Order 13423)
- FMR Federal Management Regulations
- GSA SEMS Sustainable Environmental Management System (GSA.GOV/SEMS)
- GSA Occupational Safety and Health Program (ADM P 5940.1A)
- International Building Code
- International Fire Code
- International Plumbing Code
- International Mechanical Code
- Management of Buildings and Grounds (41 CFR Part 101-20FPMR)
- Mobil Refuse Collection and Compactor Equipment-Safety Requirements(ANSI Z245.1)
- NETA Maintenance Testing Specification for Electrical Power Distribution Equipment and Systems
- NFPA 10, Standard for Portable Fire Extinguishers
- NFPA 12, Carbon Dioxide Extinguishing Systems
- NFPA 12A, Standard on Halon 1301 Fire Extinguishing Systems
- NFPA 13, Installation of Sprinkler Systems
- NFPA 17, Dry Chemical Extinguishing Systems
- NFPA 17A, Wet Chemical Extinguishing Systems
- NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- NFPA 70, National Electrical Code (NEC)
- NFPA 70E, Standard for Electrical Safety in the Workplace
- NFPA 72, National Fire Alarm Code
- NFPA 80, Standard for Fire Doors and Other Opening Protectives
- NFPA 85, Boiler and Combustible Systems Hazards Code
- NFPA 92, Standard for Smoke Control Systems
- NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- NFPA 101, Life Safety Code
- NFPA 105, Standard for the Installation of Smoke Door Assemblies and Other Opening Protectives
- NFPA 110, Standard for Emergency and Standby Power Systems
- NFPA 111, Standard on Stored Electrical Energy Emergency and Standby Power Systems
- NFPA 2001, Standard on Clean Agent Fire Extinguishing Systems
- NICET National Institute for Certification in Engineering Technologies publications and issuances
- NIOSH National Institute for Safety and Health publications and issuances
- DOE/EE-0157, International Performance Measurement and Verification Protocol
- R.S. Means Facilities Construction Cost Data
- USGBC LEED for Existing Buildings (LEED-EB)
- NEMA TP-1, National Electrical Manufacturers Association, Guide for Determining Energy Efficiency for Distribution Transformers
- NEMA MG-1. National Electrical Manufacturers Association, Motors and Generators
- NEMA Application Guide for AC Adjustable Speed Drive Systems
- ANSI/IWCA I-14.1, Window Cleaning Safety Standard
- Safe Drinking Water Act, PL 99-339, as amended

- Resource Conservation and Recovery Act of 1976 (RCRA)(Public Law 94-580)
- Title 40 CFR, Part 761, PCBs in Electrical Transformers
- Title 40 CFR, 141.43, Sections A and D, Environmental Protection Agency Safe Drinking Water
- Contractor Performance Assessment Reporting System (CPARS)
- Comprehensive Procurement Guidelines (CPG) and Recovered Materials Advisory Notices (RMAN), <http://www.epa.gov/epawaste/conserve/tools/cpg/index.htm>
- USDA Biobased Products List
- Federal Leadership in Environmental, Energy, and Economic Performance (Executive Order 13514)
- Executive Order 11652, Safeguard Classified Information
- OFPP Letter 92-4, Procurement of Environmentally Sound and Energy Efficient Products and Services
- NIB Guidance Manual, Asbestos & Maintenance Work Practices
- Public Law 93-579, Privacy Act
- Public Law 92-516 ,(86 Stat. 973), Federal Environmental Pesticide Control Act of 1972
- 40 CFR Part 61, National Emission Standards for Hazardous Air Pollutants
- 40 CFR Part 261, Environmental Protection Agency (EPA) Characteristics of Hazardous Waste
- Historic Building Preservation Plan (HBPP) and Historic Structure Report (HSR),
- Energy Act of 2005, Energy Policy Act of 2005

C.4. EXISTING DEFICIENCY INSPECTION/INITIAL DEFICIENCY LIST

Commencing on a mutually agreeable date no later than 14 calendar days prior to the contract start date, the Contractor and the COR or designee must make a complete and systematic initial inspection together during the transition phase of the contract that will include all mechanical, electrical, fire protection, and utility systems and equipment, windows, doors, and other structural features for which maintenance and repairs are covered by this performance work statement. The COR may approve inspection activities without the presence of a Government representative, subject to adequate documentation of conditions found by the Contractor. The purpose of this inspection shall be to discover and list in an existing deficiency list report all deficiencies that may exist in the equipment and systems covered by this performance work statement, as well as the Contractor's itemized price (including, but not limited to labor, materials, overhead, and profit) for correcting each deficiency. The Government may elect to have all or any part of this work performed by the Contractor (at the price or prices quoted), by Government employees, or by other contractors. The existing deficiency list report must not include any items that would be replaced, repaired, or adjusted during the performance of normal preventive maintenance. The Contractor shall be responsible for making immediate adjustments or corrections that fall within the scope of routine preventive maintenance required by this contract at no additional cost to the Government. This includes but is not limited to making adjustments to controls; adjusting the BAS software, e.g., correcting set points; reloading programs; restoring equipment being operated manually to automatic operation (this does not include changing established sequences of operation or programming sequences); applying lubricants; cleaning fan housings, fans, coils, dampers, air handling unit (AHU) sections, and equipment rooms and replacing consumable parts or components.

The Contractor must submit an initial deficiency list report not later than 5 days prior to the first day of the contract to the COR or designee. Any dispute between the Government and the Contractor as to classification of initial deficiency list report items will be resolved under the Disputes Clause in this document. The Contractor's itemized estimates for correcting each deficiency must remain in effect for 180 days after submission of the initial deficiency list report. Deficiencies discovered after the submission of the initial deficiency list report will not be considered pre-existing for purposes of this contract, unless equipment is operational and cannot be secured and inspected. Any piece of equipment or system that cannot be inspected must be highlighted at the beginning of the deficiency list stating why it cannot be secured and inspected. An estimate of when the Contractor reasonably expects to be able to inspect the piece of equipment must be provided.

When an existing deficiency in an item is corrected, the Contractor must assume full responsibility for the subsequent repair of the item as covered under the terms of this contract at no additional cost to the Government. Nothing in this existing deficiency inspection/initial deficiency list clause must be construed as diminishing the obligations imposed by this contract upon the Contractor to operate any deficient item (to the extent operable) or to adjust or maintain any such item.

C.5 TRANSITION PHASE

C.5.1 Transition Phase Startup

The Contractor must provide **14 calendar days** of transition startup services prior to the contract start date to assist transitioning between contractors. The cost of this transition phase should be accounted for in the monthly contract amount for the 36 month base period. The purpose of this phase is to permit a transition that is seamless to the tenants and to assess the condition of the building and incomplete maintenance work at the time of contractor transition. During this period the Contractor must:

1. Develop a new, updated building operating plan.
2. Inspect the condition of all equipment and systems for which the Contractor will assume responsibility.
3. Review work order history and equipment inventory information.
4. Develop the initial deficiency list report, including an itemized estimate for correcting each deficiency as described in section C.4., Existing Deficiency Inspection/Initial Deficiency List.

Not later than the end of the transition startup phase and the concurrent beginning of operations and maintenance services, the Contractor must submit for GSA's approval:

1. The new building operating plan.
2. The initial deficiency list report, as described elsewhere in this document.

Within the first 2 days of the startup phase the Contractor must submit a schedule and staffing plan for the startup phase. This plan must describe work to be accomplished.

As with other work required under this contract, all work performed during the startup phase must be recorded by the Contractor as work orders in the CMMS (if applicable), to include recording hours of time and costs.

C.6. PHASEOUT TRANSITION PERIOD

When this contract expires or is otherwise terminated, the Contractor must cooperate with the incoming contractor during a phase out period. For planning purposes, the Contractor must assume a phase out period of **30 calendar days**.

During this phaseout period, the Contractor must assist the COR or designee and incoming contractor for a seamless transition in operations and maintenance with no adverse affect on the building tenants; provide the successor contractor with access to all records and official documentation (both hard copies and electronic as applicable) required by this contract; provide training to the successor contractor on methods of accessing and programming the building automation system (BAS) and other control systems; and show the successor contractor where all archived programs and systems literature are maintained. On the last performance day of the contract, the Contractor must turn over to the COR or designee all keys and identification badges or cards.

C.7. PUNCH LIST COMPLETION AND WITHHOLDING OF FINAL PAYMENT

The Government may create a punch list of deficiencies or unmet contractual requirements at or near the time of termination of the contract. The Government may employ the services of another contractor in the development of such punch list and upon completion provide the Contractor with a copy of work not completed, to include the monetary value the Government has assigned for each item. The Government retains sole discretion over whether to charge the Contractor for the monetary value of the punch list in whole or in part or to request corrections by the Contractor. If the Government elects to request corrections by the Contractor, the Contractor shall have until the end of the contract period to perform such corrections and may invoice for funds withheld on acceptance of the corrections by the Government. Nothing in this section must be construed to limit the Contractor's liability or restrict the Government from reporting unsatisfactory or problematic performance by the Contractor.

C.8. GENERAL AND ADMINISTRATIVE REQUIREMENTS

C.8.1 Minimum Staffing and Ability to Contact and Communicate with the COR

The Contractor must provide staff to ensure services are continued without disruption to the tenant. The Contractor must ensure employees maintain communications access with the COR to allow contact by the Government at all times during normal working hours and to effectively communicate with Government personnel (See section C.8.2, Communication Equipment).

The Contractor must immediately notify the COR or other designated Government representative of any recognized safety hazard that might severely affect the building occupants.

The onsite technicians must have sufficient skills to immediately respond to a variety of service requests involving multiple trades, including the operation of building control and energy management systems. Operators must be certified where applicable.

Outside of normal working hours, the Contractor must maintain some designated form of communication with on-call staff to allow the Government to contact such on-call staff at any time for emergency response.

The Contractor must provide staff as necessary to meet all requirements of the contract. Personnel must be properly licensed and certified to work on building systems or equipment for which licensed and or certified personnel are required by Federal, State, or local law, codes, or ordinances.

The Contractor must develop and submit to the COR or designee within **30** days of contract award a list of key personnel and emergency contact information (which may include subcontractor contacts, as applicable).

All contract employees, including subcontractor employees, must sign in and out at the beginning and end of their shifts on a log established at each building for security and contract administration purposes.

C.8.2 Communication Equipment

The Contractor must provide key operational personnel (managers, supervisors, and duty mechanics) with portable electronic means 24 hours a day, 7 days a week to communicate with GSA (and the PBS National Contact Center) for service requests, emergencies, status of projects, etc. Communication methods may include the following:

1. Cell phone. The Contractor is responsible for all costs associated with the cell phone. When an emergency arises after hours, the on call individual must answer incoming calls. Failure to do so will result in hourly deductions and possible disciplinary action.
2. Text messaging device. The Contractor is responsible for all costs associated with the text messaging device. Examples are cell phone with text messaging, Blackberry, etc.
3. Fax. Receiving and sending faxes is acceptable as a secondary communication method for locations that have problems with wireless device signal strength. However, delaying faxes because of combined usage of voice and fax on the same line is not acceptable.

C.8.3 Onsite Records

The Contractor must ensure that all records required by the contract, or produced in performance of work under the contract, are maintained in an organized manner onsite in electronic format and are made available to the Government when requested. The contractor must receive, maintain and gather data, as well as other materials including records and manuals, related to the support and operation of Government facilities. The Government retains ownership of all databases, information, and other materials received or developed by the Contractor in support of this contract at all times.

C.8.4 Service Request and Administrative Support

The Contractor must operate a service request and administrative support function during normal working hours, to act as a central point of contact for the Government and building occupants to take service requests, track and maintain service request records in the CMMS.

C.8.5 Use of CMMS

The Contractor must provide all hardware and software to support and maintain an automated database of building maintenance and repair activities using a CMMS. The Contractor must use the CMMS to identify, control, track, and schedule preventive maintenance work, service requests, and equipment inventory. The Contractor must track historical maintenance and repair activities (including tasks, man-hours, materials, and other costs associated with work completion) for each work order received during the performance of the contract. All work done by the Contractor must be accomplished under a CMMS work order. Equipment inventory data for each type of equipment must as a minimum conform to the data acquisition requirements and data must be provided by the Contractor in a format compatible with the current GSA system as specified by the COR or designee. The Contractor will be required to transfer all data from the CMMS system database to the Government at least annually, on a date specified by the COR. In addition, the COR may require the Contractor to transfer data on up to 3 more occasions per year. The method and format for the transfer will be determined by the COR on a task by task basis. Contractor must provide reports to the COR as requested and in a format and media as requested.

C.8.6 Quality Control Program

A COMPLETE QUALITY CONTROL PLAN (QCP) SHALL BE ACCEPTED BY THE CONTRACTING OFFICER (CO) 10 CALENDAR DAYS PRIOR TO AWARD OF A CONTRACT.

This section establishes the minimum requirements for a quality control system to be provided and maintained by the Contractor. The Contractor is responsible for the day-to-day inspection and monitoring of all Contractor work performed to ensure compliance with contract requirements. It is also applicable for subcontractors where Government inspection is required. In such cases, it is the contractor's responsibility to include in writing in each subcontract the use of this standard by his/her subcontractor. The Contractor must revise the plan at no additional cost to the Government during the life of the contract as necessary to ensure that contract objectives are met. All revisions must be accepted by the COR.

The QCP is subject to change depending on the needs of the contract. If the QCP is revised, the Contractor is required to provide an updated QCP to the CO and COR for approval. All such documents required shall be maintained at the service location for the life of the contract.

The contractor must review the Plan annually. The Contractor must maintain continuity of services, without interruption, throughout the entire term of the contract. The QCP is a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable.

The results of all quality control inspections conducted by the Contractor shall be documented on inspection reports (warranted as presented) and provided to the COR as required or on the last workday of each week.

The contractor shall prepare and execute a written QCP. Plans (deliverables) must detail services at the work site and methods of inspection ensuring quality standards of the contract and shall include the following information:

- Date of inspection
- Location/equipment inspected
- Description of Findings
- Corrective Action (if applicable)
- Action Plan for Corrective Actions

- Signature of inspector

The QCP shall include and describe in detail the following:

- (1) Task and Frequencies: Indicate tasks to be performed and the frequency associated with each task.
- (2) Inspection Methods and Frequencies: Include all requirements listed in the Performance Work Statement and inspection procedures such as: type of inspection, frequency of inspection, acceptance/rejection criteria, corrective action, procedure for recording results of inspections, and methods of informing employees of deficiencies in their areas or responsibility.

The Inspection system must identify areas to be inspected defining the inspection schedule and the titles of the inspectors. The Contractor's administrative methods used to identify, correct and prevent an unacceptable level of performance must be clearly defined.

Proposed plans for revising job schedules as new and better ways are found to perform given tasks.

- (3) Roles and Responsibilities of Key Personnel: Include job classifications (e.g. 2 journeyman mechanics, 1 fire protection technician, 1 supervisor) identify supervision and job descriptions including tasks. **A roster by job title must be provided.** The roster will clearly identify roles and responsibilities including responsibility for oversight of the QCP. **Positions holding the authority to negotiate and handle Government contracts must be identified.**
- (4) Records and Files: Provide samples of all forms, records, reports and files utilized for quality control. Documents will indicate inspections conducted by the contractor and corrective action taken. Copies of all documents will be kept onsite and available to the COR when requested.
- (5) Employee Training: Identify how employees at the facilities specified in this contract will be trained in quality control and assurance. The Contractor must specify when and where training will take place, as well as the proposed content of training classes.
- (6) Progress Report:
Submit quarterly to the COR a self evaluation report detailing the quality of service provided during the prior quarter. The report is due within 5 business days of the end of the quarter. This report shall include as a minimum the result of the quality control inspections, an explanation of efforts taken in the prior quarter to improve service and efforts planned for the present quarter to improve quality.
- (7) Strike Contingency Plan (SCP): Prepare an SCP to be used in the event of a strike. The SCP shall describe in detail how the Contractor will staff the building to provide the services defined in this specification during strikes by his employees as well as address employee absenteeism. This plan shall include but not be limited to the following:
 - (a) Support Personnel: Describe in detail how the building will be staffed to provide services during strikes.
 - (b) License and Certifications: Describe in detail how the Contractor will provide personnel that meet experience requirements, assuring the Government all temporary or replacement employees will meet the experience and license requirements defined in this contract.
- (8) Contractor Emergency Plan (CEP): Participation in emergency plans shall be mandatory during building related emergencies or natural disasters. The Contractor must perform the services required by the contract and as identified by the Property Manager and/or COR to the extent allowed during all emergency situations including but not limited to fires, accident and rescue

operations, Contractor personnel strikes, civil disturbances, natural disasters, and utility service outages. At a minimum the following will be included:

- (a) Procedures: The Contractor's communication procedures used in providing continuous communication support to the COR during emergencies.
- (b) Employee Information: The name, telephone number (including mobile telephone and pager numbers) and current position of each employee (in the form of a roster) that will participate in the CEP.
- (c) Employee's Duties: Employee functions during emergency situations.

Since the contractors submitting proposals for this contract cannot have access to the OEP until they are awarded the contract, an outline of the CEP is acceptable as an accompaniment to the QCP submission. A complete CEP will be required from the awardee at the beginning of the 2nd month of the contract.

The Government's Occupant Emergency Plan (OEP) is used by the COR during building emergencies. Designated contractor personnel, including the on-site supervisor(s), shall be thoroughly familiar with the Government's OEP and shall be trained by the Contractor to fully understand their responsibilities relative to each emergency plan. The contractor shall participate in emergency and evacuation drills.

C.8.7 Government Mechanical Quality Assurance Program

The Government will inspect the Contractor's performance using a quality assurance program through random inspections, scheduled inspections or any other method of inspection that the Government determines reflects the actual successful performance of this contract.

The Government's Quality Assurance Plan will include, but is not limited to, the following:

- Method of inspection
- Scoring System
- Key Personnel with roles and responsibilities.
- Review of Forms and Records

The Government may implement or change quality assurance measures at any time during the term or the contract.

As part of the Government's quality assurance program, the Government may:

1. Review and accept or reject any reports or other submittals required that do not meet the standards set forth by the quality control plan.
2. Review all deliverables including but not limited to; performance and service records monthly progress reports, BAS data, CMMS data, and any computerized or hardcopy records maintained by the Contractor documenting performance, and require correction of any unsatisfactory conditions noted.
3. Determine the adequacy of the Contractor's quality control program and documentation and the overall success of the program. Improvements will be implemented where necessary as determined by the Government.
4. Obtain tenant satisfaction survey information and require improvements in service on the basis of such information to the extent such results correlate with deficiencies in contract requirements.
5. Conduct physical inspections of facility equipment and systems, to include programs and files maintained on computers and Contractor onsite offices and work areas, and require correction of deficiencies noted.
6. Perform inspections with Government personnel or independent third party inspectors.

Contractor performance will be evaluated on the basis of the performance success or deficiencies, success or failure in meeting other contract requirements, and the Contractor's record of correcting deficiencies. While corrective actions will be noted, a record of significant performance deficiencies may lead to a performance evaluation that is less than satisfactory even if the Contractor takes corrective action.

The use or nonuse of any quality assurance methods, e.g., a measurement and verification (M&V program) by the Government will not constitute a waiver of or exception to contract requirements.

All records and files utilized or generated during the course of the contract by the Contractor, including all standard operating procedures and building operating plans, shall become the property of the Government (excluding employee personnel files and company financial information).

The Contractor must instruct all onsite personnel to cooperate with the Government or third party contract inspector requests for records access and information. This includes answering honestly and comprehensively all questions related to performance of work. The Contractor must provide personnel to assist and enable inspectors, including third party contract inspectors, to perform inspections of equipment. The Contractor must notify the COR or designee at least 2 weeks in advance when equipment is to be opened and available for inspection by the Government. The Contractor must open and operate the equipment for observation by all inspectors at no additional cost to the Government provided the Government requests the service at least 48 hours in advance. Most inspections will be performed during normal working hours. However, the Contractor must provide personnel to enable access for inspectors conducting observation and testing during other than normal hours avoiding possible disruption to tenants.

The procedures and methods established in this Quality Assurance Plan serve as a guide for all parties involved ensuring that tenants and the GSA receive the services required by the contract.

A. Representatives of the Contractor shall meet with the COR, his/her representative(s), and a representative of the Facilities Management and Services Program (FMSP) prior to the start of work under this contract for the purpose of reviewing the Contractor's safety and health programs and discussing implementation of all safety and health provisions pertinent to the work to be performed under this contract. The Contractor shall be prepared to discuss, in detail, the measures intended to be utilized to control any unsafe or unhealthy conditions associated with the work performed under this contract. The level of detail for the safety meeting is dependent upon the nature of the work and the potential inherent hazards. The Contractor's principal on-site representative(s), the general superintendent and the safety representative(s) shall attend this meeting.

B. Roles and Responsibilities of Government Personnel.

The Contracting Officers Representative (COR) and/or Assistant (ACOR), will review all contract documents (including PM program, quality control plans, supervisory resumes and security clearance applications) and will provide written inspection documents and general correspondence as required. In the absence of an ACOR, inspections may be performed by government personnel that report to the COR.

C. Partnering:

All parties involved in the service delivery process must work as a team and foster open and honest communication. Close coordination and active cooperation on a continuous basis between the contractor and those representing the Contracting Officer are necessary to ensure a clean, safe and healthy working environment, and a well maintained and operated building.

(1) GSA/Contractor Meetings:

An initial step in avoiding disputes and claims is to settle minor problems and misunderstandings at the lowest possible level. Accordingly, the contractor or the contractor's on-site representative shall meet with the COR or his/her representative frequently, but not less than twice each month during the first three (3) months of the contract. Thereafter, meetings shall be as often as necessary at the discretion of the COR, but not less than once per month. A mutual effort shall be made to resolve all problems identified during these meetings.

(2) Specific topics to be addressed by the COR or his representative during the regular meetings to determine contractor responsiveness may include such areas as: effectiveness of Quality Control Plan; performance evaluation; corrective action plans; proposal submittals for extra services; and

the management of subcontractor problems impacting overall contract performance/service delivery.

D. Performance Evaluation:

Contractor performance will be documented by means of the Contractor Performance Assessment Reporting System (CPARS), written inspections, meeting minutes, GSA/customer surveys and records. GSA will be reviewing all Reports, Plans, Schedules, and other Submittals provided by the Contractor which are part of the Reporting Requirements. These documents are listed and explained in detail in Paragraph J.2, Contract Deliverables Reference.

E. Effectiveness of Quality Control

The COR shall assess the effectiveness of the contractor's Quality Control Program through review of required reports, service delivery information, customer interaction, and by means of GSA inspections. The submitted Quality Control Plan will be compared to the GSA Quality Assurance Plan for continuity of services.

F. Service Delivery:

The quality and timeliness of the contractor's performance of the preventive maintenance program and service call responses will be used to assess the overall service delivery. The contractor's service call program must document requests for service and responses. The sign-in log will be used to verify the timeliness of the contractor's response time. All calls received by GSA or the Contractor will be made available to both parties. The contractor will return all service call tickets to the COR and/or the designated representative. These tickets will be reviewed for completeness and subject to random inspections. The service call tickets will become part of the official contract file. If the contractor's performance remains less than satisfactory or fails to adhere to the contract specifications, the Government may contract for the services and charge the contractor for all costs incurred, including administrative costs.

G. Quality Surveillance Plan:

GSA representatives will make tours and inspections of the mechanical areas, roof, and all interior floors to ascertain the level of service being performed. There may be cases where it is advantageous to have the contractor's supervisor participate in an inspection to limit misunderstandings and/or achieve on the spot correction of deficient services. The contractor will be informed of less than satisfactory performance. The inspections will be carried out as described on the Inspection Form.

H. Inspections:

Inspections can be performed in any of the following manners:

1. Customer Complaints:

The Government will maintain a customer complaint log. This log will be used as a supplement to other inspections, and as a tool for the Contract Inspector to indicate where further inspection may be required.

2. Periodic Inspections:

Periodic Inspections will be completed and used as an ongoing reference. These inspections will be performed monthly on all completed Preventative Maintenance items and as a result of touring the building.

3. 100% Inspections:

These inspections will be performed upon completion of Preventive Maintenance, or Repair items. All Overtime and Additional Service jobs will be inspected 100% during the month the work was performed. Testing of equipment / systems may be witnessed by GSA personnel.

4. Inspection Documentation:

The inspection form in Section J, Exhibit 6 will be used to document inspections. The contractor shall receive a copy of the inspection and acknowledge receipt of same. In addition, the form will be signed by the COR and/or the inspector as applicable. Any instance of unsatisfactory service will require follow-up action.

5. Follow-up action:

Follow-up action may include correction by the onsite contractor, a proposed deduction for services not received or the work may be performed by other means. Costs for performing services, which are the responsibility of the contractor, shall be deducted from the contractor's monthly payment pending approval by the Contracting Officer.

6. Fire Protection and Safety Compliance.

Facilities Management and Services Program (FMSP) consist of experts in the fields of Fire Protection, Occupational Safety & Health, Industrial Hygiene and Environmental Engineering. In situations where the CO or COR need special advice, counsel, expertise, or interpretation in these areas to determine compliance with regulations, laws, standards and codes, the FMSP may assist the CO or COR by providing the required expertise. While the responsibility for contract administration rests solely with the CO and COR, the Environmental, Safety & Fire Protection Branch shall be the sole authority for providing final interpretation of fire protection, life safety, occupational safety & health, and industrial hygiene regulations, standards, codes, laws and guidelines. A finding of noncompliance with these standards by the Environmental, Safety & Fire Protection Branch will be forwarded to the CO for further contract performance evaluation and remediation. Any remediation required under this paragraph will be performed at no further expense to the Government. Refer to Section E, Inspection and Acceptance, Failure to Perform.

I. Documentation / Submittals:

Following is a list of the documentation that is not necessarily a deliverable or required under this section. However, this section indicates the necessity for such documentation. This list is for reference only and is not intended to be complete or all inclusive. Also refer to paragraph J.2.

Contract Deliverables Reference.

- Notification to GSA if equipment is taken out of service
- System for accomplishing scheduled and unscheduled maintenance
- Annual schedule for periodic preventative maintenance of all equipment and systems
- Deviations from approved schedules
- PM records for each piece of equipment
- Monthly progress report indicating the preventative maintenance work
- Detailed cost breakout to perform repairs
- Notification that service call cannot be resolved within 24 hours
- Notification that emergency call-back service cannot be resolved immediately
- Requests for Additional Service
- Performance of Miscellaneous jobs
- Status of equipment or systems not operating
- Communications system
- Accounting of all Government Supplied Property
- Quarterly Self Evaluations
- Inspection reports; from independent contractors and self-evaluations
- Test schedules
- Accident reporting

C.9. BUILDING OPERATING PLAN

C.9.1 Purpose

The Contractor must revise and submit for approval to the COR or designee, not later than the end of the startup phase, a building operating plan outlining their operating and general maintenance procedures for all major building equipment and systems (See section C.9.2., Components of the Building Operating Plan, below). The Contractor must execute the contract requirements in accordance with the approved building operating plan. The Contractor must coordinate with the COR in developing the components of the plan in accordance with the building operating plan template provided by the COR or designee.

The building operating plan must be submitted as an electronic file (MS Word or searchable PDF) and two hard copies with regular updates that reflect current personnel, subcontractors, equipment, systems, and operating procedures. The Contractor must annually review and update the building operating plan and submit an electronic file (MS Word or searchable PDF) and two hard copies of the complete updated building operating plan on the anniversary of the contract start date of each contract year.

C.9.2 Components of the Building Operating Plan

The building operating plan must contain:

1. Contact information (local and corporate).
2. Description of staffing, responsibilities, and work schedules.
3. Standard operating procedures for operating building systems, to include as a minimum:
 - a) Startup and shutdown times and procedures relative to various environmental conditions.
 - b) Procedures to accommodate tenant overtime utility requests.
 - c) Peak load demand management procedures (if applicable).
 - d) Other operating strategies to maximize efficiency and minimize energy consumption.
 - e) Descriptions of major mechanical equipment and sequences of operations for equipment systems.
 - f) Locations of all major utility shutoffs, including gas, electric, and water.
 - g) Locations of all electric rooms and a narrative of the areas served by each.
4. Tour procedures.
5. Maintenance schedules, procedures, and a reference to which preventive or predictive maintenance standards or guides the Contractor will use.
6. List of test equipment to be maintained onsite to support troubleshooting, sensor calibrations, etc.
7. A description of how building equipment data is maintained and updated in the CMMS. Service request and repair procedures, to include staffing and procedures for the service request function, if applicable.
8. Reference the location or incorporate contingency plans for:
 - a) Loss of the Contractor's onsite personnel (i.e., strike, walkout, injury, abrupt resignation).
 - b) Civil disturbance or other major security threat.
 - c) Natural disasters, bombing, or other event that damages the building's structure or utilities.
 - d) Floods, including flooding caused by plumbing breaks.
 - e) Hazardous materials leaks or spills.
 - f) Utilities.
 - g) Inoperability and impairment of fire protection and life safety systems (including fire watch and impairment procedures (e.g., red tags, etc.)).
 - h) Other contingency plans as necessary to support the Government's continuity of operations planning for the site.
9. Description of Air Quality Management District and other environmental regulatory requirements (e.g., which rules apply to equipment in the building, which permits are necessary, inspection and certification requirements, etc.).
10. Description of demand response or utility curtailment programs in which the building participates, to include communications protocols and curtailment activities.

If the Contractor fails to submit a satisfactory building operating plan at the end of the startup phase, the Government may suspend payments until a satisfactory plan is submitted.

C.10. EQUIPMENT INVENTORY

The Equipment Inventory is an inventory of the principle equipment and systems covered by the terms of this contract. This inventory is for informational purposes only. Omissions on the existing inventory do not relieve the contractor from the responsibility for the maintenance of the equipment.

The Contractor is responsible for maintaining and updating the inventory of building equipment, to include nomenclature, part number, serial number, manufacturer name, component name and other of value for maintaining the equipment, or defined as attributes in the required CMMS. If equipment is added, removed, or retrofitted as part of a project, the Contractor must update equipment data immediately upon project completion and report changes to the COR or designee. No less frequently than annually, the Contractor must resubmit the complete inventory with all required data fields to the COR or designee in spreadsheet (MS Excel) or other format approved by the COR, with certification that the inventory is complete and accurate.

The Contractor shall maintain and update this inventory for the duration of the contract period. On an annual basis, all equipment components by major system and subcomponents shall be provided to the COR.

Note: Errors and omissions in the Equipment Inventory do not relieve the Contractor from meeting the terms of the contract. The Contractor is responsible for operation, maintenance, and repair of equipment and systems in or on the building or exterior to the building named in this solicitation, unless otherwise specified as of the solicitation's closing date, or of the offeror's final proposal revision (if applicable), whichever is later. Offerors are cautioned to inspect the building's equipment and systems prior to submitting their offers. There are two (2) submitted Equipment Lists: 1) Main GSA Owned Building List and 2) Agency Owned Equipment List. The Agency Owned Equipment List are items requiring preventive maintenance, but not subject to the automatic repair/replacement criteria **AND NOT THE RESPONSIBILITY OF THE CONTRACTOR UNLESS IDENTIFIED AS SUCH.**

Requests for equitable adjustment pertaining to physical changes in building equipment must be submitted to the CO.

C.11. MONTHLY PROGRESS REPORTS

On a monthly basis, not later than the 5th working day of the subsequent month, the Contractor must submit to the COR or designee a monthly progress report describing the status of maintenance and operations as of the last day of the performance month. This report must include:

1. Status of all work orders that are deferred or otherwise incomplete (itemized list).
2. Summary of work orders completed during the month (summarized data does not need to be itemized by each work order) attached to the monthly report copies of reports from major maintenance activities (e.g., boiler or chiller annual maintenance, electrical testing, fire protection and life safety systems, etc.).
3. Explanation of any equipment, designed to be controlled by the BAS, operating in manual mode as of the end of the performance month, and of any other overrides to sequences of operations in effect as of the end of the performance month. Reference CMMS work orders.
4. Operating schedule changes (manual or programmed).
5. Itemization of all additional services and reimbursable work performed during the performance month or continuing to be in progress. Provide work status and expected completion date for all such work continuing in progress. Reference CMMS work orders.
6. Review of energy performance trends as of the end of the performance month and description of likely causes of significant changes from the same month 1 year prior (if applicable).
7. Explanation of any significant deviations from established system performance standards (if applicable).
8. Description of corrective actions being taken resulting from findings of water treatment lab reports, major maintenance reports, or other reports. Reference CMMS work orders.

9. Description of any operational or maintenance issues opened longer than the required timeframe as described in this statement of work, to include tenant complaints that derive from unresolved maintenance issues. Reference CMMS work orders.
10. Description of any lost time accidents or other safety problems, including incidents involving hazardous materials that occurred during the performance month.
11. Copies of quality control inspections performed during the month attached to the report. If this is documented using the CMMS, attach a CMMS printout of QC inspection work orders.
12. Miscellaneous hours used for the month. If this is documented using the CMMS, attach a CMMS printout.
13. List of major equipment out of service, including the date and time with estimated completion date. If this is documented using the CMMS, attach a CMMS printout of QC inspection work orders.
14. Copy of arrival and departure reports.

C.12. PERFORMANCE REVIEW MEETINGS

The Contractor must meet with the COR and other Government representatives, at the discretion of the COR, to review contract performance.

C.13. EQUIPMENT CONDITION ASSESSMENT

During the performance of the requirements of this contract the Contractor must note the condition and efficiency of building equipment and systems on an ongoing basis. Any equipment or systems that the Contractor determines are reaching the end of their life cycle must be brought to the attention of the COR or designee. When requested, the Contractor must complete and submit to the COR or designee an itemized equipment condition assessment with their recommendation for equipment or system upgrades or replacements, including a text description of each recommended upgrade or replacement and their estimate of project cost.

The equipment condition assessment reports must be produced in Word, Excel, or PDF format, as directed by the COR, and submitted electronically as an e-mail attachment as well as in hardcopy delivered to the COR or designee.

C.14. OCCUPANT FEEDBACK PROGRAM N/A

C.15. REFERENCE LIBRARY

The Contractor must maintain a comprehensive reference library that includes building design or record documents, renovation or equipment retrofit design or record documents, maintenance reference documents, fire protection system as-built drawings, fire protection system operations and maintenance manuals with copies of approved submittals, fire protection system parts list, fire protection system zoning scheme, HVAC Operations Manual (if one has been developed), building operating plan, energy and other building technical studies, hazardous materials surveys, and other documents necessary to document the design, function, and condition of the building.

C.16. REVIEW OF DESIGN DOCUMENTS

Utilizing the most qualified onsite personnel familiar with the operations of the facilities covered under the scope of this contract, the Contractor must review design and construction project documents as requested by the COR or designee. The purpose of this review is to allow the Contractor to comment on any negative impact the proposed project may have on their ability to efficiently operate the building equipment or systems.

C.17. BUILDING MANAGEMENT SUPPORT SERVICES

The Contractor must provide reasonable and competent assistance during normal working hours to GSA personnel or other GSA contractors performing energy studies, engineering studies, building condition evaluations, project designs within the building, and other access needs. Such assistance must include escorting investigatory personnel through spaces in the building in accordance with building security requirements, explaining the operation and condition of equipment and systems to investigatory personnel, and providing access to trend data, maintenance records, reference library materials, and other pertinent building technical data to investigatory personnel. The COR or designee shall inform the Contractor as far in advance as possible of the actual date and time these services are needed. When requested to perform these services the Contractor will be compensated for the actual time required to escort the GSA personnel or contractor at the hourly rate specified in section B of this contract.

C.18. INSPECTION ASSISTANCE FOR SPACE BUILDOUTS

When tenant improvement or space alteration work is completed in the building, the COR or designee may request that the Contractor inspect the space to verify that all offices have appropriate air supply and return ductwork and diffusers, and that lighting circuits have been adjusted as appropriate. Obvious problems or conditions that may potentially affect the efficient operation of the building or create a negative impact on the tenant must be immediately reported to the COR or designee.

C.19. EMERGENCY SHUTDOWN INSTRUCTIONS AND TOUR CHECKLISTS

Emergency shutdown instructions (including contact name and telephone numbers) and tour inspection checklists must be posted by the Contractor in all mechanical rooms and or electrical rooms, as applicable to the equipment in the given room. Such instructions and checklists must be posted in an accessible and conspicuous location.

C.20. LABELING OF ELECTRICAL CIRCUITS

The Contractor must establish and or maintain an electrical labeling program that addresses added or modified circuits. Electrical single line diagrams must be updated (by creating and maintaining a working copy of record documents, or best documents available at commencement of the contract) as necessary, using the original electronic file format.

C.21. OPERATIONAL REQUIREMENTS***C.21.1 General***

The Contractor must provide building operations services for all systems covered by this contract, so as to maintain utilities services and environmental conditioning to tenants during normal working hours, and at other times as described in this document, so as to preserve the asset value of the facility and its systems and to otherwise minimize operating costs to the Government without compromising other contract objectives or requirements. The Contractor shall be briefed on GSA's policy regarding overtime utilities to better understand what is considered standard and above standard services.

C.21.2 Extended Operating Hours N/A***C.21.3 Continuity of Operations (COOP)***

The Contractor must operate the facility and participate in emergency operations to the fullest extent possible during all emergency situations such as fires, accident and rescue operations, strikes, civil disturbances, natural disasters, severe weather, terrorist threats, contingency operations, and practice drills unless ordered to evacuate the building by a Government representative, emergency personnel, or the authority having jurisdiction.

The Contractor shall be responsible for developing an emergency operations plan within the building operating plan and must become thoroughly familiar with the Government's occupant emergency plan and other regional plans as applicable.

C.21.4 Tenant Environment

A. The Contractor shall be responsible for developing and executing operating plans and procedures for all building equipment and systems to provide the highest possible operational efficiency compatible with adequate maintenance and repair requirements, and energy conservation. Operation includes the daily or other periodic starting, stopping, adjusting, inspecting, lubricating, etc., of the mechanical, electrical, utility, and interior and exterior structural equipment and systems. A copy of the plans shall be submitted to the COR within **5 days after award**.

B. The Contractor shall adhere to the temperature levels and energy conservation practices identified herein.

- (1) During normal working hours, temperature controls shall be set to maintain space temperatures in accordance with the **American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc., (ASHRAE)**, Thermal Environmental Conditions for Human Occupancy. During non-working hours, heating temperatures shall be set no higher than 55 degrees Fahrenheit and air-conditioning will not be provided except as necessary to return space temperatures to a suitable level during working hours and to assure the protection of the building and its systems.
- (2) During normal working hours, ventilation shall be maintained in accordance with **ASHRAE**, Ventilation for Acceptable Indoor Air Quality. The Contractor's responsibility to comply with these requirements is limited by the capacity of the building's HVAC equipment and outside environmental conditions.
- (3) Temperature levels stipulated by the Government are subject to change based on nationwide energy policies.
- (4) Environmental conditions in special areas such as laboratories and computer rooms shall be maintained to assure the reliable operation of the program equipment in those areas.
- (5) Outside air shall be used to the maximum during moderate seasons based on outside temperatures and humidity conditions.
- (6) Non-uniform lighting standards shall be applied to existing lighting systems by removing excess lamps where required. Lighting systems shall be maintained to achieve the following levels during occupancy. Lighting necessary for safety and security will remain on during hours of non-occupancy.

Public areas within the building and storage areas.	10 foot candles
Normal work stations.	50 foot candles
General work areas	30 foot candles

- (7) To preserve light levels, maintain a consistent look and avoid the possibility of a catastrophic failure, metal halide lamps are to be replaced when the bulbs exhibit a noticeable color shift, based on the appearance of other metal halide lamps in the same vicinity. For safety metal halide lamps that are being installed in open ceiling fixtures shall be type O lamps.
- (8) To prevent the growth of Legionella in the domestic hot-water system, the contractor shall comply with the following procedures.
 - a. In buildings equipped with thermostatically controlled mixing valves or point-of-use temperature control devices, domestic hot water shall be stored at a minimum of 60 degrees C (140 o F) and delivered at a minimum of 50 degrees C (122 o F) to all outlets.
 - b. In buildings not equipped with thermostatically controlled mixing valves or point-of-use temperature control devices, domestic hot water shall be delivered at a minimum of 50 degrees C (122 o F) to all outlets and the contractor shall submit a Legionella control procedure 5 days after award for approval by the COR as part of the contractors proposed preventive maintenance program.

- c. Hot-water tank shall be drained annually if possible to remove scale and sediment and cleaned with chlorine solution. The tank(s) must be thoroughly rinsed to remove excess chlorine before reuse.
- d. To prevent the growth of bacteria, do not use rubber or silicone gaskets when gaskets require replacing.
- e. Domestic hot-water recirculation pumps shall run continuously.

When practical, dead-end legs of domestic hot-water systems shall also be flushed quarterly.

(9) At no time will the contractor allow standing water to remain in the mechanical areas.

C. All equipment and systems, except those identified as requiring special operation, (ADD Paragraph reference) shall be operated, inspected, and maintained during the "normal operating time."

- (1) The normal operating time for building equipment and systems will be considered as the time necessary to operate the building's heating and air conditioning equipment to provide the environmental temperatures mandated by GSA during the heating and cooling seasons. The occupant agencies working hours are between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday excluding Federal holidays. Proper environmental conditions must be maintained during those hours. Based upon weather conditions, this may necessitate operating building HVAC equipment prior to these hours. Building equipment shall not be operated unnecessarily during the evening hours, on weekends or Federal holidays, or when the total building or specific areas of the building are not in use.
- (2) Running tests or checks of large or high energy use equipment, such as chillers, pumps, air handling equipment, etc., shall be performed during normal operating times provided that it does not cause an interruption in service or increase monthly demand cost. The COR will define the peak usage periods during which tests or checks are prohibited, and provide the Contractor with this information.
- (3) Boiler operation shall be in accordance with Environmental Protection Agency guidelines on air pollution.

Lighting levels must be adjusted under the guidance of the COR where they can be adjusted without changing fixtures (e.g., tuning dimmable ballasts, de-lamping). The Contractor should note that while the PBS P100 establishes target lighting levels, light quality, specific tenant requirements, and other individual factors also have an impact on requirements.

Environmental standards must be maintained throughout normal working hours and equipment startup must be early enough to fully attain environmental conditions at the beginning of normal working hours. The Contractor must report significant changes in the operating conditions to the COR. If the building is capable of meeting the standards and changes deviate from ASHRAE Standards 55 and 62, such deviation must be explicitly reported to the COR.

C.21.5 Energy Conservation

The Contractor must operate equipment and systems as efficiently as possible without compromising service to the tenants. Failure to operate equipment prudently (e.g., unnecessarily setting demand peaks, simultaneously heating and cooling, operating equipment when not needed, overriding set point unnecessarily, or failing to correct underlying conditions) may result in deductions under the Payments clause. The Contractor must develop a Building Energy Conservation Use Plan within 60 days following contract start date. Where data is available, the Contractor must report monthly energy use as compared to the previous year and provide the reason for energy increase greater than 3 percent compared to the same period of the previous year. The energy use report also must identify measures to conserve energy, any operational or physical changes to the system, plant, or equipment, and optimization opportunities to reduce energy consumption or cost. The Contractor is expected to make full use of available analytical

tools (e.g., interval meter data, BAS trend data) to diagnose problems and identify operational improvements.

The Contractor, in coordination with the COR or designee, must pursue the use of energy-efficient replacement parts and equipment items that will meet or exceed the requirements of this statement of work. Cost responsibility for using high-efficiency, energy-saving parts or equipment items will be assessed on a case-by-case basis. In cases where high-efficiency equipment is currently installed and requires replacement, the replacement part must be the most efficient in its class. Any rebates received from a service utility provider shall be assigned to the Government.

C.22. SYSTEM PERFORMANCE STANDARDS OR PROCEDURES N/A

C.23. SERVICE REQUESTS

C.23.1 General

The Contractor must respond to service requests and initiate corrective actions and identify any repair requirements during normal working hours. The Contractor must respond to emergency service requests and callback response work requests at all times. The Government may transmit work orders to the Contractor for service request or emergency service request and callback response orally, by e-mail, by creation of a work order by a Government employee or representative, or by generating an automated work order. The Contractor must respond promptly to conditions indicating deficiencies in environmental conditioning, lighting, or condition of the facility or equipment. The Contractor must respond immediately upon receipt of notice of any condition that may negatively impact the operation of the facility.

The Contractor shall respond promptly within 30 minutes during normal operating hours, within 2 hours during other than normal operating hours to requests for routine service. Routine service calls are responses and subsequent maintenance repairs or adjustments of mechanical, electrical, or plumbing malfunctions or problems reported to the Contractor by building occupants or GSA personnel. This includes replacing burnt out light bulbs and ballasts as required. Lighting systems shall be maintained to achieve uniform levels for color rendition and wattage by replacing burnt out light bulbs and ballasts with the same color rendition index and Kelvin temperature light bulbs and ballasts so it will closely match the existing bulbs and ballasts. If the service call cannot be resolved within 24 hours due to circumstances beyond the Contractor's control, the Contractor shall **immediately** notify the COR of the problem and of the time and date that corrective action will be completed. **Fire protection systems shall be fully operational no later than eight (8) hours from the time the call for service is made.**

Emergency service calls during normal operating hours must be responded to as soon as possible, without set time frames. If a contract employee delays response without valid reason or does not attempt to respond to an emergency situation, that individual will be removed from the contract.

C.23.2. Emergency Call-Back Service

Emergency call-back service consists of promptly responding (within 1 hour of the time of notification) to the site of the emergency during other than normal operating times. The Contractor shall remain on the job until the emergency has been resolved. If the situation cannot be resolved immediately, the Contractor shall promptly notify the COR of the time and date corrective action will be taken. Requests for service may be made by the COR by telephone or other means. When emergency call-back services are provided during other than normal operating times, the Contractor will be paid at the hourly rate specified in the OFFER SHEET.

Emergency service requests and callback responses are service requests where the work consists of correcting failures that constitute an immediate danger to personnel or property, including but not limited to broken water pipes, stalled elevators with trapped passengers, electrical power outages, electrical problems that may cause fire or shock, gas or oil leaks, major air conditioning or heating problems, etc., or any work considered by the COR or designee to be of an emergency nature.

The Contractor must remain on the job until the emergency situation has been secured and adequate temporary repairs have been made. Permanent repair must be governed by the repairs provisions in this document. The Contractor must provide a written accounting of any emergency callback, to include costs incurred and plan for permanent correction of the problem, to the COR or designee the morning of the next working day.

The Contractor shall maintain a service call log or record which shall be available for inspection by GSA **at all times**. The Contractor shall provide the data (including the sign in and out information) to GSA in an Excel format. These records shall also contain the information identified herein:

- (a) Name of caller.
- (b) Description of problem and location.
- (c) Time and date call was received.
- (d) Description of the action taken to resolve the problem and the time and date corrective action was taken.

C.23.3. Overtime Services

Overtime services are services provided at times other than those defined as "normal operating time." Periodically, occupant agencies may work on Saturdays, Sundays or evenings in which case the building equipment must be operated to maintain the environmental conditions present during normal operating hours. Also, there may be occasions when it is deemed necessary by the COR that certain repair or maintenance services be performed at times other than normal operating time (for example, to restore a boiler to operation before the start of the next work day).

- (1) The Contractor shall not provide any services to occupant agencies during other than normal operating hours unless he/she is directed to do so by the COR. The Contractor shall provide overtime services when requested, either verbally or in writing, by the COR. The request for overtime services will normally be made 24 hours in advance. When verbal requests are made they will be followed by a written confirmation on **GSA Form 300**, Order for Supplies or Services for orders of \$2,500.00 or more. Orders of \$2,500.00 or less may be processed using either direct pay procedures or the Governmentwide commercial purchase card, which is the preferred method to purchase and to pay for micropurchases.
- (2) When overtime services are provided the Contractor will be paid at the hourly rate specified in the **OFFER SHEET**. The Contractor will be paid at the hourly rate for each hour a contract employee spends at the site, not for each hour the equipment is operated. For example, if a Contractor employee goes to the site, starts up the equipment, leaves the facility and returns several hours later to shutdown the equipment the Contractor will only be paid for hours spent at the site starting up and shutting down the equipment.

C23.4 RESERVED

C.23.5 Urgent Service Request Response and Call-Back

Urgent service requests are those service requests where the work consists of correcting failures that interrupt or otherwise adversely impact either GSA operations or building occupant operations. Examples of these types of service requests include, but are not limited to, inoperative electrical circuits, temperature complaints, inoperative lighting above a work station, flush valve stuck open, any malfunctions to equipment that affect the operations of sensitive building occupants, or any work considered by the COR to be of an urgent nature.

The Contractor must respond to urgent work requests within 30 minutes during normal working hours, **and within 2 hours after normal working hours**. The Contractor must remain on the job until the urgent repairs have been made. Permanent repair shall be governed by the repairs provisions within this document

C.24. TOURS

C.24.1 General

Tours involve observing and inspecting operating equipment for proper operation, turning equipment on or off and making minor adjustments to equipment located throughout the building.

The Contractor shall conduct mechanical tours on the equipment identified in the Quality Control Program. The Contractor shall develop a **Work Assignment Sheet** to describe the work to be performed or checks to be made on each piece of equipment toured.

The **Work Assignment Sheet** shall be in accordance with the equipment manufacturer's recommendations or the best practices of the industry.

The Contractor must tour major building equipment at set frequencies. Log sheets associated with major operating equipment must be completed at the time of tours. At the commencement of contract performance, CORs may direct the Contractor to include on the log sheets established design condition numbers for reference against actual readings at the time tours are performed. Paper log sheets need not be used for equipment monitored and data logged by the BAS, if such monitoring and data logging provides a sufficient database of operating data to allow for analysis of trends in equipment performance and troubleshooting. The Contractor must document all tours completed. All findings noted during the tour must be entered as remarks on the tour sheet and a work order must be initiated for corrective action by the Contractor.

C.24.2 Operating Logs and Tour Check Sheets

Operating logs and tour sheets must be maintained by the Contractor for major equipment. Information recorded on the logs must be adequate to track the operating hours and performance history of the equipment. Tour check sheets must be stationed at major points for building tours (for example, air handler rooms). These must be checked by the Contractor when tours are performed.

There must be either separate tour check sheets for each frequency of inspection or (preferably) different checklist columns on a standard tour check sheet for each frequency. Tour sheets must contain columns for major operating parameters and must indicate the tolerance bands for acceptable performance, where available.

C.24.3 Tour Frequencies

Minimum:

1. **DAILY:** Major HVAC equipment (when in operation), including, pneumatic control air compressors, and air handler rooms. Fire alarm system control panels (fire alarm system control panels must not have any unwanted trouble conditions). Steam system reducing and regulating stations. Special HVAC for critical functions.
2. **WEEKLY:** Distributed HVAC equipment including package units and external condensers, pumps, motors, sewage ejectors, fire pumps, and generators.
3. **TWICE PER MONTH:** Battery systems and uninterruptible power systems (UPS).
4. **MONTHLY:** Transformers, secondary electrical rooms, switchgear and primary electrical equipment rooms, and condensate drip pans.

C.24.4 Condensate Pans

The Contractor must conduct inspections of the condensate drip pans of all air handling units, A/C package units, window A/C units, and other equipment items and or systems that physically have drip pans to ensure that they drain properly. Such inspections must be conducted in accordance with the tour program and be performed no less frequently than monthly. Pans that are not level or that leak must be reported to the COR. All drip pans must be treated with an appropriate biocide to control the growth of algae, etc. If any condensate pans are inaccessible, the Contractor must notify the COR or designee immediately.

C.24.5 Monitoring of Central Plant Equipment N/A**C.24.6 Non-Destructive Chiller Tube Eddy Current Analysis (Additional Service) N/A*****C.25. DEMAND RESPONSE PROGRAMS***

The Government may participate in any of the available demand response programs or critical peak pricing tariffs administered by utilities, State agencies, or third-party administrators. If the Government participates in such a program and advises the Contractor of the requirements of the program, the Contractor must cooperate fully in the implementation of the program.

The Contractor must develop a curtailment program in consultation with the Government and subject to Government approval; the program must be described in the building operating plan. The Contractor must implement all Government approved curtailment measures (which might typically include turning off unnecessary lighting, shutting down designated elevators, implementing temperature setback programs, etc.) immediately on notification of a curtailment, in accordance with the plan. Failure to diligently manage systems in accordance with such programs may result in performance deductions under the Adjusting Payments clause for excess costs or loss of revenue to the Government.

C.26. BAS ALARM RESPONSE

The Contractor must maintain all BAS systems using qualified employees as applicable. BAS alarms must be treated as service requests and responded to accordingly. Any adjustments to set points to accommodate tenant comfort must be approved in advance by the COR or designee. Repetitive or associated alarms may be treated in the aggregate and tracked under the work order system established in the CMMS. Communications for alarms set up for remote notification must be tested on a reoccurring basis.

C.27. PROTECTION AND DAMAGE

The Contractor must make reasonable efforts to assist the Government to prevent hazardous conditions and property damage and to maintain security. The Contractor must promptly report such conditions or activities to the COR or designee or to security personnel.

The Contractor must protect Government property, buildings, materials, equipment, supplies, records, and data within the Contractor's control against unauthorized access, loss, or damage.

The Contractor must establish a system for onsite work force personnel to report potentially hazardous conditions in the building to the COR or other designated Government representative.

The Contractor and Contractor's employees and subcontractors must comply with the GSA's Rules and Regulations Governing Public Buildings and Grounds (as posted in the building) and must promptly report violations by employees, or as otherwise observed, to the COR or security personnel.

The Contractor must provide reasonable assistance to security or emergency response personnel as needed.

C.28. KEY CONTROL

The Contractor must follow the building's key control program. Keys issued to the Contractor or the Contractor's personnel or subcontractors must be signed for and not transferred to other personnel unless recorded in the key control log. The Contractor is financially liable for the cost of re-keying if keys are lost or not recovered from terminated employees or subcontractors.

C.29. DISRUPTIVE OR HAZARDOUS TOOLS

The COR or designee must approve use of impact tools and power-actuated tools during normal working hours. Burning or welding equipment may be used only with written permission from the COR or

designee. A Welding and Burning Permit (GSA Form 1755 or equivalent) must be issued in advance for each day welding or burning is performed.

C.30. DISRUPTION TO UTILITIES, LIGHTING, OR SPACE CONDITIONING

Any work that will disrupt utilities, fire protection and life safety systems, lighting or space conditioning for building tenants must be scheduled and approved in advance with the COR or designee and is generally required to be performed outside of normal working hours.

C.31. PLUMBING AND RESTROOMS

Plumbing systems must be maintained, repaired, and kept functional to the point of service delivery as defined by the utility company. The Contractor must ensure all system drains, including storm drainage and roof drains, remain clear and unobstructed.

The Contractor must take any necessary steps to prevent odors emitting from drains or other plumbing systems into occupied space, to include keeping water in traps as appropriate.

The Contractor must clear toilet and sink blockages, as necessary. Such requests will be transmitted to the Contractor by the COR or designee through service request procedures.

C.32. MAINTENANCE PROGRAM

C.32.1 General

The Contractor is responsible for establishing an effective system for scheduling and performing scheduled preventive maintenance on all building equipment and systems requiring a preventive maintenance procedure covered under the scope of this contract. This system, including the list of items receiving a preventive maintenance procedure as well as the specific maintenance standard or guide describing the preventive maintenance procedure and frequency (see section C.32.2, Maintenance Standard, below), is to be submitted to the COR or designee for approval within 5 days prior to contract start date.

C.32.2 Maintenance Standard

As part of the Contractor's established system for scheduling and performing scheduled preventive maintenance (See C.32.1, General, above), the Contractor must propose to the COR or designee, preventive or predictive maintenance standards or guides for each piece of equipment requiring a preventive maintenance procedure. Minimally, the preventive or predictive maintenance standards or guides proposed by the Contractor must be based on the equipment manufacturer's recommended preventive maintenance procedures and frequencies. The equipment requiring Contractor proposed preventive or predictive maintenance standards or guides must include all of the building equipment when any of the following equipment characteristics apply:

1. The equipment normally requires periodic replacement of consumable components.
2. The equipment normally requires periodic or occasional cleaning.
3. The equipment has moving parts.
4. The equipment is prone to failure before overall obsolescence of the system it serves.
5. The equipment is of a type itemized in the NETA, Maintenance Testing Specifications.
6. The equipment requires maintenance in accordance with NFPA codes and standards.
7. The equipment requires maintenance in accordance with any other provision of this Contract.

As stated previously, minimally, the preventive or predictive maintenance standards or guides proposed by the Contractor must be based on the equipment manufacturer's recommended preventive maintenance procedures and frequencies. The Public Buildings Service Operations and Maintenance Standards Draft, section 2, contains preventive maintenance standards and guides that may be used by the Contractor as long as these standards meet or exceed the minimum requirements and frequencies proposed by the equipment manufacturer. However, the Contractor must not use any Contractor-proposed preventive or predictive maintenance standards or guides or any of the Public Buildings Service Operations and Maintenance Standards Draft guides to perform inspections, testing, and

preventive maintenance on fire protection and life safety systems and equipment. The Contractor shall be required to use the NFPA Codes and Standards specified in this document to perform inspections, testing, and preventive maintenance of fire protection and life safety systems and equipment. In addition, the Contractor shall be required to follow the specific testing and inspection frequencies and methods specified in such NFPA Codes and Standards. The Contractor must record such inspection and testing services on the appropriate NFPA inspection and testing forms.

C.32.3 Application of Diagnostic Software N/A

C.32.4 Control Systems

Control systems must be maintained as designed. The Contractor is responsible for all system hardware. The Contractor is responsible for keeping software functioning and for reloading software in computers or controllers as necessary. The Contractor is responsible for making set point adjustments as necessary and appropriate. The Contractor is not responsible for writing or modifying control programs, other than reloading programs and making operator level changes such as set point adjustments. The Contractor is not responsible for upgrading software but is responsible for keeping the current version of the software functional and operational.

The Government may upgrade or change control system software or reprogram control systems during the performance period of the contract. If the Government provides operator level training and operator level documentation for the Contractor's use, the Contractor must not claim additional payment for changing to the new or upgraded software or control programs.

The Contractor must not modify sequences of operation or control programs without prior approval of the Government.

The Contractor is responsible for notifying the Government if a sequence of operations or its implementation as a control program is not producing the desired results or is resulting in unnecessary energy use. The Contractor is responsible for retaining an adequate level of expertise to manage the control systems. If the Contractor does not have a manufacturer trained or equivalent BAS operator onsite, the Contractor must enter into a subcontract, including regular scheduled support (not merely support on a contingency basis); with a firm that has these skills.

Control system computers, routers, hubs, switches, and controllers that are located in electrical closets, telephone closets, and maintenance offices, or in accessible locations of mechanical rooms, must be put on small uninterruptible power systems (UPS) if supplied by the Government.

All computers networked with control systems must be maintained by the Contractor to the following minimum standards:

1. An approved antivirus software subscription must be kept in effect and the software used at all times.
2. If the network can connect to the outside through a broadband connection, an approved firewall must be used at all times.
3. An approved spy-ware protection program must be obtained and used.
4. Contractor personnel must be prevented from using the system to connect to Web sites not reasonably related to building operations.
5. Antivirus and spy-ware scans must be conducted monthly.
6. Windows (or other operating system) critical updates must be downloaded and installed monthly.
7. Complete data backup to a CD, DVD or flash drive, to include trend logs and control software, must be conducted whenever a software or programming change is made but no less frequently than monthly.
8. Disk drive maintenance to include defragmentation must be performed quarterly.

C.33. WATER TREATMENT**C.33.1 General**

The Contractor must provide equipment, chemicals, and services (including application) required to control corrosion, scale, algae, and bacterial growth in all HVAC equipment and systems throughout the building. The Contractor shall be responsible for conformity with all pertinent local sanitation district regulations, air quality district regulations, and other environmental regulations. Water treatment must be performed and safety equipment (e.g., emergency eyewash stations) maintained in accordance with OSHA standards.

C.33.2 Tolerances

Water must be kept within tolerance bands in accordance with the Public Buildings Service Operations and Maintenance Standards Draft (see appendix E).

C.33.3 Initial Report and Development Of Program

The Contractor must perform a comprehensive initial water treatment analysis (laboratory analysis) within the first month of the contract to assist in developing the water treatment plan. The Contractor must propose a water treatment plan to be approved by the COR or designee.

C.33.4 Corrosion Monitoring

Coupon racks are not required in the building

Acceptable corrosion rates are established in the Public Buildings Service Operations and Maintenance Standards Draft. Molybdenum must not be used in GSA buildings.

C.33.5 Monthly Testing: Reserved**C.33.6 Annual Testing**

The contractor shall draw a set of water samples **semi-annually** for the secondary closed loop water system. The samples shall be analyzed and a report containing all pertinent information, relative to the conditions found, shall be submitted to the COR. Each water analysis shall be made by or under the supervision of a qualified chemist, laboratory, or firm experienced in the water treatment field. After analysis, the contractor shall submit a proposed water treatment program to the COR for approval. Under no circumstances shall a chemical treatment program be initiated for the secondary closed loop water system without first obtaining written approval of the COR. It is not the intent of the Government to hold the contractor responsible for rectifying pre-existing conditions such as sludge build up, scale and corrosion.

C.34. OIL ANALYSIS AND OIL CHANGES**C.34.1 Periodic Oil Analysis**

The Contractor must establish and implement an oil analysis program incorporating the manufacturer's recommendations. Documentation must include periodic oil analysis tests to be performed at least annually, diagnostic standards, and thresholds for oil changes. Oil analysis must be conducted to maintain a consistent methodology for data collection, analysis, and historical trending. Periodic oil analysis must include, but is not limited to, chillers of 50 tons or greater cooling capacity. Periodic oil analysis must be performed prior to annual maintenance requirements so that results may be considered in performing maintenance.

When testing is performed, the Contractor must submit a written report with the next monthly progress report. Where oil analysis indicates a need for corrective action, an appropriate work order must be created in the CMMS and the appropriate corrective action taken by the Contractor.

NOTE: Used oil shall be recycled. Reconditioned oil and/or biobased fluids shall be used if available for equipment and allowable under manufacturer's warranty.

C.34.2 Oil and Refrigerant Additives

Oil and refrigerant additives must not be used.

C.35. LAMPS AND BALLASTS

The Contractor must replace failed lamps, to include appropriate ballasts if required, with the most efficient products available in accordance with existing building standards defined by the COR or authorized representative. In lieu of such standards, lamps must be replaced with the most efficient products available matching type and color temperature. The Contractor must establish and implement a lamping and ballasts recycling program for fluorescent tubes and light bulbs in accordance with Environmental Protection Agency (EPA) and GSA standards. All handling and disposal of mercury containing tubes and bulbs must be in compliance with Universal Waste Rule guidelines.

The Contractor must maintain the mercury content of all mercury-containing lamps below 75 picograms per lumen hour, on weighted average, for all mercury-containing lamps acquired for the existing building and associated grounds. Screw-based compact fluorescent lamps may be excluded from this calculation if they meet the voluntary standards by NEMA. If the Contractor cannot find replacement lamps to meet this requirement while maintaining building standard lighting, the Contractor must immediately bring this to the attention of the COR. The Contractor must maintain documentation of all purchases of mercury-containing lamps and provide the information within the monthly progress report to the COR or designee.

C.36. ARCHITECTURAL AND STRUCTURAL SYSTEMS MAINTENANCE

The Contractor must maintain, repair, replace, modify, and restore all of the architectural and structural components of the building. In general, these components include walls, floors, doors, windows, docks, levelers, lighting, and all items that are part of or otherwise associated with them.

The Contractor must conduct routine inspection and minor maintenance and repair of interior and exterior architectural and structural systems components. All replacement items and parts must be either the same quality or better than the manufacturer's original parts.

The Contractor must perform all architectural and structural maintenance and repairs or replacements to the building interior and exterior extending to the legal property line. The Contractor must ensure the integrity of elements and materials in compliance with Federal, State, and national codes and standards (e.g., fireproofing materials, firestopping, fire and smoke doors, etc.). The Contractor must ensure the building is free of missing components or defects that could affect the safety, appearance, or intended use of the facility or could prevent any electrical, mechanical, fire protection and life safety, plumbing or structural system from functioning in accordance with its design intent.

Repair and replacement work must be complete, including touch-up painting and operational checks. The quality of the work must ensure that repaired areas are fully compatible with and match adjacent surfaces or equipment. All replacement items must be consistent with design documents and match existing equipment in quality, dimension, and material, quality of workmanship, finish, and color.

Painting is considered "touch-up," for purposes of this contract, when it is to repair a specific damaged area of paint. Repainting to correct for normal wear and tear to painted surfaces over time is not required. Re-stripping of parking areas, driveways, roads, and vehicle inspection areas is required where striping is damaged or worn in a specific location, but not for general wear and tear of a large area over time. Repairs to pavement are required where a specific location is damaged but not where an extensive area is degraded. Painting in mechanical areas needed for OSHA compliance, consistent equipment appearance, or other safety reasons is required.

The Contractor is responsible for the repair of damaged restroom paper dispensers, soap dispensers, trash and tampon disposal receptacles. When damage is caused by the janitorial contractor during supply or removal, they will be responsible for the repair.

The Contractor must perform lock and key maintenance functions, including the repair of locks, re-keying, and the cutting of keys. Key issuance will be authorized by the COR prior to keys being cut.

Locks associated with card or other electronic access controls are included in the basic service. If the lock is in a tenant space, the work would be reimbursable to the contractor. Approval from the COR must be obtained prior to performance in tenant space.

C.36.1 Interior Signage and Directories

The Contractor must maintain and update building directories. The Contractor must repair damaged interior or exterior signage in accordance with the repairs provisions in this document. Other changes to interior or exterior signage may be ordered from the Contractor as reimbursable items under the additional services provisions in this document.

NOTE: Minimum post consumer recycled content requirements apply to signage depending on type of material used. See CPG website for details.

C.36.2 Finishes Maintenance

The Contractor must ensure finishes are maintained to the manufacturer's specifications and levels that preserve a professional appearance and the integrity of the protected surface.

The Contractor must provide touch-up paint on repaired surfaces that seamlessly matches the surface and condition prior to degradation and repair.

NOTE: Paint shall be low VOC, latex and/or reconditioned to comply with CPG and Environmentally Preferable Purchasing requirements.

C.36.3 Historic Building Preservation N/A

C.36.4 Vertical Transportation And Associated Equipment

The Contractor is responsible for maintaining fire protection equipment and systems within hoist ways, pits, elevator lobbies, and elevator machine rooms.

The Contractor is responsible for maintaining lighting, electrical equipment not directly part of elevator systems, and HVAC systems associated with elevator machine rooms and systems

C.37. REPAIRS

C.37.1 General

The Contractor must perform reimbursable and non-reimbursable repairs as described in this document. Repairs are handled on a shared liability basis (See shared liability math example in C.37.3 Reimbursable Repairs). Relatively small value repairs (non-reimbursable repairs) are the responsibility of the Contractor in their entirety, and larger repairs (reimbursable repairs) must be approved and funded by the Government for the cost amount above the Contractor threshold. If damage is caused by Contractor negligence, the Contractor shall be liable for the full cost of repair, any other provisions notwithstanding.

The intent of this contract is to ensure that most repairs will be accomplished by in-house Contractor personnel. However, the Government recognizes that occasionally there are certain specialized repairs that require specialized skills outside the skill sets of the in house O&M personnel. If the Contractor identifies a repair that they believe is of such a specialized nature that a specialized subcontractor is required to properly complete the repair, the Contractor must provide written justification in advance, to the COR or designee, for approval of the need to use a subcontractor. The Contractor must not use subcontractors to perform non-

reimbursable repairs unnecessarily or with the intent of driving up the repair cost so the Government must cover part of it. If approved, the cost of the subcontractor will be treated as a repair part and material cost for the purposes of calculating the repair threshold. The subcontractor's cost must be appropriate and approved in advance by the COR.

All repairs must use supplies, materials, and parts of the highest quality available that are appropriate for the repair of the given equipment or system. Any replacement parts used during the course of this contract must be of comparable or higher quality. Energy-consuming items must be the most efficient in their class. The Contractor must stock commonly used items and have a network of suppliers that will deliver ordered items without any delay. Any replacement motors must be of premium efficiency. Whenever motors are replaced, motor size must be recalculated and replacement motor selection must reflect the appropriate size.

C.37.2 Non-Reimbursable Repairs

A non-reimbursable repair is a repair requiring no more than \$2,000 in cost for repair parts and materials only (including any approved subcontracting costs). The cost of consumable parts and materials must not be calculated as part of the Contractor's repair parts and material costs. Non-reimbursable repairs are entirely the Contractor's responsibility with no reimbursement from the Government.

Non-reimbursable repairs must be completed within 48 hours of identification of the problem unless an extension is approved by the COR. The work order must be put into a status field to indicate the nature of any delay, with appropriate remarks.

C.37.3 Reimbursable Repairs

If a repair exceeds the non-reimbursable repair cost threshold established above and has been approved and verified by the COR or designee, it becomes a reimbursable repair. Reimbursable repairs are reimbursable to the Contractor, once approved by the COR or designee, for the portion (shared liability) of the cost exceeding the non-reimbursable threshold of \$2,000 (See repair shared liability example below)

REPAIR SHARED LIABILITY EXAMPLE:

In this example, assume the non-reimbursable repair threshold is \$2,000.

A repair is identified and estimated by the Contractor to cost \$2,200.00 for repair parts and materials only. The COR or designee will verify and approve both the need for the repair and the \$2,200.00 estimated cost of repair parts and materials. In this example, the Contractor will pay the first \$2000.00 of the repair and GSA will pay the remaining \$200.00.

1. Total estimated approved cost for repair parts and materials to complete repair	\$2,200.00
2. Contractor's shared liability amount to be subtracted (same amount as the non-reimbursable threshold)	<u>- 2000.00</u>
3. Total to be paid by GSA to the Contractor for the repair	\$200.00

The required completion date for reimbursable repairs must be established when the COR approves the work, as mutually agreed upon by the COR and the Contractor. The Contractor must attempt to complete work as promptly as feasible.

Immediately upon identification of a reimbursable repair, the Contractor must create a work order in the CMMS and defer it by putting it in a "hold" status.

NOTE: THE CONTRACTOR IS NOT LIABLE FOR THE THRESHOLD ON ANY REPAIR ITEM ON THE AGENCY OWNED EQUIPMENT LIST. ANY REPAIRS OR PART REPLACEMENTS MUST BE ESTMATED USING THE HOURLY RATE PRESCRIBED IN SECTION B.

C.37.4 Approval of Work

When the Contractor determines that a repair is needed that exceeds the non-reimbursable repair threshold, the Contractor must immediately notify the COR. The COR must issue an order to the Contractor before the Contractor may proceed with the repair.

The Contractor may defer performance of the reimbursable repair by placing the corresponding work order into a “waiting for funding” status from the time a valid proposal is given to the COR until the time an order is given to the Contractor. The time during which the work order is thus deferred will not count against the Contractor in calculating timeliness.

The Contractor must provide justification to the COR for using subcontractors to perform work. The COR may prohibit the use of subcontractors if the COR determines the Contractor is unnecessarily driving up the cost of the work and the Contractor’s own employees have the skills necessary to perform the work.

C.37.5 Invoicing

The Contractor must invoice the Government for completed reimbursable repairs authorized orally, on a single itemized and consolidated invoice at the end of each month of performance. If the Contractor directly purchased parts or components, copies of receipts must be attached. Reimbursable repairs authorized by task order may be invoiced separately upon completion and acceptance of work. Invoices must also contain references to CMMS work order numbers.

C.37.6 Ordering Repairs from Outside Source

The Government reserves the right to order repairs from an outside source. If the repair is a reimbursable repair, the Government will inform the Contractor of the outside source’s price, and deduct \$2,000, or the outside source’s price, whichever is less, from the Contractor’s payments.

C.37.7 Force Majeure (Uncontrollable Events)

Deficiencies or breakdowns caused by vandalism, misuse, abuse, or acts of God including natural disasters are fully reimbursable. The Contractor will be reimbursed under the additional services provisions described in this document or the Government will have the work performed by other means at no cost to the Contractor.

C.37.8 Warranties

The Contractor must contact installers or manufacturers, as appropriate, for work that is covered under a warranty and maintain records of warranty service. The Contractor must avoid actions that would invalidate a warranty, unless authorized by the COR. If an installer or manufacturer fails to comply with the terms of a warranty, the Contractor must immediately notify the COR or designee.

C.37.9 Quality of Materials and Replacement Parts

Replacement components and materials must be of similar or better quality than the components replaced, considering energy efficiency, operational characteristics, power quality, control and data acquisition, maintainability, and durability. The COR may require replacement of components with components from the same manufacturer to maintain consistency throughout the building.

Materials and parts that are visible to building occupants must be to building standard and maintain the same appearance as similar materials and parts in the occupied space.

Components of control systems must be replaced so as to maintain the tie-in to the control system with no degradation of data throughput, memory, point capacity, data acquisition, or programmability.

Motors must be replaced with premium efficiency motors as defined by the NEMA MG-1 standard or in compliance with local utility guide demand-side management rebate guidelines

Old transformers must be replaced with NEMA-rated class one efficiency transformers in accordance with the NEMA TP-1 standard.

Replacement of variable frequency drives must be done in accordance with recommendations found in NEMA, Application Guide for AC Adjustable Speed Drive Systems.

Energy Star-rated equipment must be installed where available and when there is no engineering or operational reason not to select an Energy Star product.

C.38. SAFETY AND ENVIRONMENTAL MANAGEMENT

C.38.1 General

The Contractor must comply with all Federal, State, and local laws and regulations that relate to the maintenance and operation of equipment and systems within the scope of this contract, to include permitting, inspection, and personnel safety, control of hazardous substances, certification, and recordkeeping.

C.38.2 Scheduling and Recordkeeping

The Contractor must maintain copies of all such tests, certifications, permits and other required records, and provide copies to the COR. In addition, all required safety and environmental tests, certifications, permits, and other procedures required in this document must be scheduled in the CMMS work order system and documented in the CMMS.

C.38.3 Refrigerant Control and Certification

The Contractor must control refrigerants and maintain records in accordance with EPA, GSA, and air quality management district standards. The Contractor must take appropriate immediate action and report leaks to the COR.

The Contractor must maintain and test refrigerant monitors and alarms and purge ventilation systems as part of the maintenance program. Testing must use appropriate media to test sensors as well as alarm circuitry.

Refrigerant control logs must be updated as required, and a copy sent to the COR. The Contractor must also maintain a set of logs onsite and make this set of logs available to Government inspection.

Contractor employees who come into contact with refrigerants in the course of their duties must be certified to handle such refrigerants. If equipment containing chlorofluorocarbon (CFC) or hydro chlorofluorocarbon (HCFC) refrigerants is removed from operation under this contract, the Contractor must recover all refrigerant in the equipment, seal it in appropriate storage containers, reclaim and reuse it as directed by the COR, or dispose of it within EPA guidelines.

In the event of fines or penalties levied by the EPA or an Air Quality Management District, the Contractor may be charged the cost as a performance deduction under the Adjusting Payments clause.

NOTE: GSA keeps an inventory of equipment using refrigerants. If any such equipment is added or taken out of service, report of make, model and amount and type of refrigerant is to be provided to the COR and copy to FMSP Division for inventory update.

C.38.4 Air Quality Management District (AQMD) Operating Permits

The Contractor must be familiar with the requirements of the local AQMD, and shall be responsible for obtaining operating permits for boilers, generators and other emissions-producing equipment regulated by the district and making copies available to the COR or designee. In the event of fines or penalties levied by an AQMD, the Contractor may be charged the cost as a performance deduction under the Adjusting Payments clause.

C.38.5 Underground Storage Tanks

The Contractor is responsible for complying with all Federal, State, and local requirements for the periodic inspection, monitoring, permitting, certification and maintenance of underground storage tanks.

C.38.6 Polychlorinated Biphenyl (PCB) Control N/A

C.38.7 Hazardous Waste

The Contractor must be cognizant of and comply with all Federal, State, and local laws and regulations related to hazardous waste and materials used in performance of this contract. All containers shall be appropriately labeled with contents and dated when determined to be a waste. Waste shall be removed from building within one-year of date determined as waste. Hazardous waste shall be handled in an environmentally sound manner when disposed of. Contractor shall keep detailed records of storage, accidental discharge, spills, and appropriate disposal including transportation and certificates of destruction, recycling or other appropriate end-of-life documentation. If waste is deposited in a landfill, records of landfill location and point of contact for landfill owner and/or Management Company shall be provided.

GSA should list any known hazardous materials in the building and determine who will pay for the disposal of these materials when they are determined wastes.

Fluorescent lamps, batteries, and other items in any quantity subject to the Universal Waste rules for hazardous waste management and disposal must be recycled properly.

C.38.8 Facility Hazards

The Contractor must assist in identifying facility health and safety hazards and report all hazards in writing to the COR on GSA Form 3592, GSA Employee Report of Unsafe or Unhealthy Working Conditions. The Contractor must take immediate action to control hazards that present an imminent danger.

C.38.9 Workplace Safety

The Contractor must develop a site-specific occupational safety and health program specifically addressing applicable components of 29 CFR 1910 and 29 CFR 1926. The safety and health program must be submitted to the COR or designee for review and approval 30 days after award. By approving the program, GSA assumes no responsibility for the Contractor's occupational safety and health program.

C.38.10 Electrical Safety

The Contractor must comply with National Fire Protection Association (NFPA) 70: National Electrical Code and NFPA 70E: Standard for Electrical Safety in the Workplace, when working on or around electrical equipment or systems or switchgear equipment. The Contractor must only use employees who are certified in accordance with the American National Standards Institute/International Electrical Testing Association ETT-2000, Standard for Certification of Electrical Testing Technicians, or the equivalent National Institute for Certification in Engineering Technologies standard. For more information on the ETT-2000 standard, see <http://webstore.ansi.org/RecordDetail.aspx?sku=ANSI%2FNETA+ETT-2000>. The Contractor must ensure that any and all areas restricted to qualified personnel are secured and properly labeled.

C.38.11 Fall Protection

The Contractor must develop specific fall protection procedures for work on roofs, equipment, and other areas at elevation. The Contractor must ensure fall protection equipment is provided to their employees and that employees are adequately trained.

C.38.12 Powered Platforms

The contractor must inspect, test, and maintain all permanently installed powered platforms in accordance with 29 CFR 1910.66, and provide copies of such certifications to the COR.

C.38.13 Lockout/Tagout

The Contractor must develop a lockout/tagout program in accordance with 29 CFR 1910.147. The program must include all anticipated energy sources, including but not limited to, electricity, steam, pressurized fluids, and mechanical energy. The Contractor must communicate the lockout/tagout program to all other affected contractors.

C.38.14 Confined Spaces N/A**C.38.15 Asbestos Management**

Asbestos Containing Material may be present in various building components and systems. The contractor is responsible to maintain the existing asbestos containing material if present, in an intact and/or non-friable condition. Locations of asbestos containing material may include the following:

- (1) Floor tiles or resilient flooring material.
- (2) Adhesive flooring mastic.
- (3) Fireproofing, waterproofing and soundproofing application.
- (4) Pipe and boiler insulation.
- (5) Wallboard, taping and spackling compounds.
- (6) Electrical panel partitions, wiring insulation and circuit boards.
- (7) Roofing materials.
- (8) Flexible joints.
- (9) Caulking, putties and gaskets.

The COR shall inform the Contractor which materials in the building contain asbestos to the best of his/her knowledge.

C.38.16 Hazardous Materials

The Contractor must make Material Safety Data Sheets (MSDSs) available to their employees in accordance with 29 CFR 1910.1200. MSDS must also be made available to the COR or designee on request.

The Contractor must prepare and submit a hazardous materials inventory as an appendix to the building operating plan. This must itemize all materials of a type as to be sold with an MSDS and approximate quantities stored or to be stored as well as the exact locations where hazardous materials are to be stored. The inventory must be kept current and resubmitted annually by September 30 of each year.

C.38.17 Boiler/Pressure Vessel Operation and Inspection Standards

Boiler operation and inspections must be in accordance with applicable codes and regulations including but not limited to:

- (1) ASME Boiler and Pressure Vessel Code.
- (2) National Board Inspection Code.
- (3) Environmental Protection Agency and local AQMD requirements.
- (4) ASME CSD-1, Control & Safety Devices for Automatically Fired Boilers.
- (5) NFPA 85, Boiler and Combustible Systems Hazards Code.

Boiler inspections must include internal and external (operating) inspections and tests described in chapter 2, Inspection of Boiler and Pressure Vessels, of NBIC. The Contractor shall require the inspector to complete GSA Form 349 (Inspection Report of Boiler) or an equivalent approved form for each boiler inspected. The Contractor must have unfired pressure vessels with design operating pressure in excess of 60 pounds per square inch (psi) and a capacity in excess of 15 gallons inspected annually. The Contractor must complete GSA Form 350 (Inspection Report of Unfired Pressure Vessels) or an equivalent approved form for each unfired pressure vessel inspected. A GSA Form 1034 (Certificate of Inspection) or an equivalent approved form must be completed and posted on or near the equipment. Inspections must be

made by inspectors certified by the National Board of Boiler and Pressure Vessel Inspectors, who must be employed by an independent firm specializing in boiler and unfired pressure vessel inspections.

C.38.18 Backflow Prevention Devices

The Contractor must maintain all existing backflow prevention devices and certify them as prescribed by Federal, State, and local laws, ordinances, and regulations. If no local requirement exists, a certified inspector must inspect all existing backflow prevention devices on an annual basis and provide certification of proper operation to the COR or designee. While the Government will generally pass on to the Contractor backflow testing notices received from local water districts or other local authorities, the Contractor is responsible for timely completion and submission of such test results regardless of receipt of such notices.

In addition to other requirements, backflow prevention devices used on water-based fire suppression systems must be inspected, tested, and maintained in accordance with NFPA 25.

C.38.19 Potable Water Systems

The Contractor must comply with The Safe Drinking Water Act, PL 99-339, as amended, and the Environmental Protection Agency Safe Drinking Water regulations (40 CFR 141.43, sections A and D), which address the quantity of lead allowable in new installations or repairs to existing drinking water systems and or plumbing. Potable water systems that are repaired, modified, serviced, or breeched in any way must be disinfected and flushed as needed prior to returning the system to service.

C.38.20 Labeling and Signage

The Contractor must maintain the labeling of existing equipment, pipes, storage areas, containers, confined space, and workspaces as well as associated signage, in accordance with OSHA standards to ensure labels are visible and not obliterated. Any equipment, pipes, etc., newly installed by the Contractor require labeling and signage per OSHA standards must be labeled immediately upon completion of the installation and maintained throughout the contract period.

C.38.21 Roof Anchorage Points

The Contractor must provide for an annual inspection of designated roof anchorage points by qualified personnel. Anchorages must be inspected in accordance with the anchor manufacturer's requirements and additional requirements contained in the installation certification. Copies of the inspection reports must be provided to the COR. If an area of suspicion is identified, the anchorage must be tagged "out of service" and immediately reported to the COR. ANSI/IWCA I-14 may be consulted for further guidance.

C.39. FIRE PROTECTION AND LIFE SAFETY EQUIPMENT AND SYSTEMS

C.39.1 General

All fire protection and life safety systems and equipment must be kept fully functional at all times, except for limited periods for maintenance with the COR's approval. The inspection, testing, repairs, and maintenance of all fire protection and life safety equipment and systems must be in accordance with the requirements in the applicable NFPA code or standard.

C.39.2 Fire Alarm System

Services include, but are not limited to, the performance inspection, testing, and preventive maintenance or repair of a variety of fire alarm and notification systems, equipment and components such as manual alarm devices, smoke and heat detectors, tamper switches, pressure switches, water flow switches, remote and graphic annunciators, main fire alarm panel and components, voice alarm systems, speakers, horns, and other audible and visual devices, wiring circuits and junctions, all other alarm, detection and control and ancillary devices, and emergency power operations.

The Contractor must comply with all appropriate safety code requirements. If the Contractor encounters equipment that is in a condition that may endanger life or property, the Contractor must immediately

notify the COR of the condition requiring immediate action. Within 24 hours the Contractor must provide to the COR a written report of the hazardous condition and recommended corrective action.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance in accordance with the current edition of NFPA 72.

All fire alarm system, inspections, tests, maintenance, alterations, and repairs performed under this contract must comply with the current edition of the NFPA 72 National Fire Alarm Code including all appendices. Anywhere NFPA 72 states "should," it shall be taken to mean, "shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies and testing methods outlined in NFPA 72. Documentation of the above mentioned inspection, maintenance, and testing results must be recorded on the applicable Inspection and Testing Form from NFPA 72.

All fire alarm testing, with the exception of interconnected building functions, must be performed after normal working hours. Testing of the interconnected building functions, including, but not limited to, air handler shutdown, damper control, elevator recall, egress door unlocking, etc., must be performed during hours the interconnected equipment is active. The testing of the fire alarm system shall not be considered complete without the testing of interconnected equipment. The Contractor must provide a fire watch in areas left unprotected until the fire alarm system is completely restored during the performance of routine service and testing procedures. If the system cannot be restored through no fault of the Contractor's, a fire watch still must be provided until the system is restored, however the Contractor may seek reimbursement for the fire watch with the COR or designee. The Contractor must leave areas where they perform work neat, clean, and orderly.

IN NO CASE SHALL THE FIRE ALARM SYSTEMS BE LEFT IN A DISABLED CONDITION WITHOUT NOTIFYING THE COR!

Fire alarm system maintenance and repair may impact asbestos containing material (ACM). ACM is often found in sprayed-on fireproofing (on ceiling slabs and support beams), insulation (on pipes, valves, boilers), and within wall materials. The Government must inform the Contractor of any known ACM in an individual building. If the Contractor must disturb materials he suspects may contain ACM, the Contractor must immediately report it to the COR. The COR will investigate and instruct the Contractor on how to avoid an airborne asbestos exposure.

Fire alarm system maintenance and repair may impact lead-based paint. The Government must inform the Contractor of any known lead-based paint in an individual building. If the Contractor must disturb materials he suspects may contain lead-based paint, the Contractor must immediately report it to the COR. The COR will investigate and instruct the Contractor on how to avoid lead-based paint contamination.

The Contractor must ensure that the fire alarm system is maintained and operable at all times except while being tested or repaired. It is essential that the Contractor carefully schedule with the building manager all non emergency shutdowns of the fire alarm system and that back up protection be provided by the Contractor (arrangement of additional personnel stationed in the areas affected and at the fire alarm system control panel) any time that the fire alarm system is out of service for more than 4 hours. In addition, regardless of the duration of the shutdown, the affected portion of the system must be tested to ensure that the protection has been restored.

The Government reserves the right to make any test or inspection it deems necessary to make sure that all performance requirements are being maintained.

The Contractor must employ fire alarm system technicians who are certified by the National Institute for Certification in Engineering Technologies (NICET). Fire alarm system technicians performing contract work must meet the service personnel qualification requirements in the current edition of NFPA 72 and also hold at least a NICET Level 2 (Associate Engineering Technician) in Fire Protection Engineering Technology, Fire Alarm Systems. Additionally, the technicians must meet the requirements outlined in the applicable paragraphs in section H., Qualifications of Technicians.

The Contractor may be asked to remove persons who pose a threat to health, safety, or security of an installation. While onsite all Contractor personnel must possess current NICET certification.

C.39.3 Fire Alarm System Central Station Monitoring

The Contractor must provide and maintain a UL-listed central station monitoring service to monitor all fire alarm transmitters and related equipment. The Contractor must ensure all fire alarm systems are connected to the monitoring service. During any period when the central station monitoring is not operational, the Contractor must maintain a fire watch. If the Contractor believes the central station monitoring failure was through no fault of his own, the Contractor may request reimbursement for the fire watch from the COR or designee.

C.39.4 Water-Based Fire Suppression Systems

Services consist of, but are not limited to, the performance inspection, testing, and preventive maintenance or repair services of all mechanical devices, including valves, sprinklers, couplings, piping and connections, water motor gongs and alerting devices, tamper switches, pressure switches, water flow switches, standpipes, backflow preventers, private fire service mains, pumps, and test headers.

The Contractor must comply with all appropriate safety code requirements. If the Contractor encounters equipment that is in a condition that may endanger life or property, the Contractor must immediately notify the COR of the condition requiring immediate action. Within 24 hours the Contractor must provide to the COR a written report of the hazardous condition and recommended corrective action.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance, in accordance with the current edition of NFPA 25, Inspection, Testing, and Maintenance of Water-Based Fire Extinguishing Systems, including appendices. All water-based fire suppression system testing must be performed after normal working hours unless approved otherwise by the COR.

All water-based fire extinguishing system inspections, tests, and maintenance performed under this contract must comply with the current edition of NFPA 25. Anywhere NFPA 25 states "should," it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, and testing frequencies and testing methods outlined in NFPA 25. Documentation of the above mentioned inspection, maintenance, and testing results must be recorded on the applicable suggested form, as found in the current edition of NFPA 25.

IN NO CASE SHALL ANY WATER BASED FIRE SUPPRESSION SYSTEM BE LEFT IN A DISABLED CONDITION WITHOUT NOTIFYING THE COR!

Water-based fire extinguishing system maintenance and repair may impact ACM. ACM is often found in sprayed-on fireproofing (on ceiling slabs and support beams), insulation (on pipes, valves, boilers), and within wall materials. The Government shall inform the Contractor of any known ACM in an individual building. If the Contractor must disturb materials he suspects may contain ACM, the Contractor must immediately report it to the COR. The COR will investigate and instruct the Contractor on how to avoid an airborne asbestos exposure.

Water-based fire extinguishing system maintenance and repair may impact lead-based paint. The Government shall inform the Contractor of any known lead-based paint in an individual building. If the Contractor must disturb materials he suspects may contain lead-based paint, the Contractor must immediately report it to the COR. The COR will investigate and instruct the Contractor on how to avoid lead-based paint contamination.

The Contractor must ensure that the sprinkler system is maintained and operable at all times except while being tested or repaired. It is essential that the Contractor carefully schedule with the building manager and COR all non emergency shutdowns of the sprinkler system and that back up protection be provided by the Contractor any time the sprinkler system is out of service for more than 4 hours. In addition, regardless of the duration of the shutdown, the affected portion of the system must be tested to ensure that

the protection has been restored. The Contractor must provide a fire watch in areas left unprotected until the water-based fire suppression system is completely restored to service during the performance of any routine service and testing procedures. If the Contractor believes they were not able to restore sprinkler service due to circumstance outside of their control, the Contractor may request reimbursement for that portion or the fire watch from the COR or designee.

The Contractor must leave areas where he performs work neat, clean and orderly.

The Government reserves the right to make any test or inspection it deems necessary to ensure all performance requirements are being met.

The Contractor must utilize sprinkler system technicians who are certified by the National Institute for Certification in Engineering Technologies (NICET). Technicians performing services for the inspection, testing, and maintenance of the building's water-based fire protection systems in accordance with the contract must hold at least a NICET Level 2 (Associate Engineering Technician) in Fire Protection Engineering Technology, Inspection and Testing of Water-Based Systems. Additionally, the technicians must meet the requirements outlined in the applicable paragraphs in section H., Qualifications of Technicians.

The Contractor may be asked to remove persons who pose a threat to health, safety, or security of an installation. While onsite all Contractor personnel must possess the current NICET certification.

C.39.5 Fire Doors and Other Opening Protectives

Services consist of, but are not limited to, the performance inspection, testing and preventive maintenance of all fire door assemblies and other opening protectives.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests and maintenance or repairs in accordance with the current edition of NFPA 80, Standard for Fire Doors and Other Opening Protectives, including appendices. Anywhere NFPA 80 states "should", it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, documentation requirements and inspector qualifications outlined in NFPA 80.

The Government reserves the right to make any test or inspection it deems necessary to ensure all performance requirements are being met.

C.39.6 Fire and Combination Fire/ Smoke Dampers

Services consist of but are not limited to, the inspection, testing, and preventive maintenance of all fire and combination fire/smoke dampers.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 80, Standard for Fire Doors and Other Opening Protectives, including appendices. Anywhere NFPA 80 states "should," it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 80.

The Government reserves the right to make any test or inspection it deems necessary to ensure all performance requirements are being met.

C.39.7 Smoke Doors and Other Opening Protectives

Services consist of, but are not limited to, the inspection, testing, and preventive maintenance of all smoke door assemblies and other opening protectives.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 105, Standard for the Installation of Smoke Door Assemblies and Other Opening Protectives, including appendices. Anywhere NFPA 105 states "should," it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 105.

The Government reserves the right to make any test or inspection it deems necessary to ensure all performance requirements are being met.

C.39.8 Smoke Dampers

Services consist of, but are not limited to, the inspection, testing, and preventive maintenance of all smoke dampers.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 105, Standard for the Installation of Smoke Door Assemblies and Other Opening Protectives, including appendices. Anywhere NFPA 105 states "should," it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 105.

The Government reserves the right to make any test or inspection it deems necessary to ensure all performance requirements are being met.

C.39.9 Portable Fire Extinguishers

Services consist of, but are not limited to, the inspection, testing, and preventive maintenance of all portable fire extinguishers.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 10, Standard for Portable Fire Extinguishers, including appendices. Anywhere NFPA 10 states "should," it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 10.

The Government reserves the right to make any test or inspection it deems necessary to ensure all performance requirements are being met.

The Contractor must utilize technicians performing contract work involving the inspection, testing, and maintenance of portable fire extinguishers that meet the qualification requirements of the current edition of NFPA 10 and possess current training certification by the respective portable fire extinguisher manufacturers verifying competence to work on these units. Additionally, the technicians must meet the requirements outlined in the applicable paragraphs in section H., Qualifications of Technicians.

The Contractor may be asked to remove persons who pose a threat to the health, safety, or security of an installation.

C.39.10 Non-Water-Based Fire Extinguishing Systems

Services consist of, but are not limited to, the inspection, testing, and preventive maintenance of the following types of non-water-based fire extinguishing systems:

- Carbon dioxide extinguishing systems, NFPA 12, Standard on Carbon Dioxide Extinguishing Systems.
- Halogenated extinguishing systems, NFPA 12A, Standard on Halon 1301 Fire Extinguishing Systems.
- Dry chemical extinguishing systems, NFPA 17, Standard for Dry Chemical Extinguishing Systems.
- Wet chemical extinguishing systems, NFPA 17A, Standard for Wet Chemical Extinguishing Systems.
- Fire extinguishing systems, NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
- Clean agent fire extinguishing systems, NFPA 2001, Standard for Clean Agent Fire Extinguishing Systems.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance in accordance with the current edition of the applicable NFPA standards, including

appendices. Anywhere an NFPA standard states "should," it shall be taken to mean "shall" The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in the applicable NFPA standards.

The Government reserves the right to make any test or inspection it deems necessary to ensure all performance requirements are being met.

The Contractor must utilize technicians performing contract work involving the inspection, testing, and maintenance of non-water-based extinguishing systems who meet the qualification requirements of the current editions of the respective NFPA standards and possess current certification by the respective manufacturers verifying competence to work on these systems. Additionally, the technicians must meet the requirements outlined in the applicable paragraphs in section H., Qualifications of Technicians.

The Contractor may be asked to remove persons who pose a threat to the health, safety, or security of an installation.

C.39.11 Smoke Control Systems

Services consist of, but are not limited to, the inspection, testing, and preventive maintenance of dedicated and non-dedicated smoke control systems.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests and maintenance or repairs in accordance with the current edition of NFPA 92A, Standard for Smoke Control Systems Utilizing Barriers and Pressure Differences, including appendices. Anywhere NFPA 92A states "should," it shall be taken to mean "shall" The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 92A.

The Government reserves the right to make any test or inspection it deems necessary to ensure all performance requirements are being met.

The Contractor must utilize technicians performing contract work involving the inspection, testing, and maintenance of smoke control systems who have been certified for inspecting, testing, and maintaining these components by the manufacturer or a nationally recognized trade training organization. Additionally, the technicians must meet the requirements outlined in the applicable paragraphs in section H., Qualifications of Technicians.

The Contractor may be asked to remove persons who pose a threat to the health, safety, or security of an installation.

C.39.12 Smoke Management Systems

Services consist of, but are not limited to, the inspection, testing, and preventive maintenance of smoke management systems.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 92, Standard for Smoke Control Systems including appendices. Anywhere NFPA 92 states "should," it shall be taken to mean "shall." The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 92.

The Government reserves the right to make any test or inspection it deems necessary to ensure all performance requirements are being met.

The Contractor must utilize technicians performing contract work involving the inspection, testing, and maintenance of smoke management systems who have been certified for inspecting, testing, and maintaining these components from the manufacturer or a nationally recognized trade training organization. Additionally, the technicians must meet the requirements outlined in the applicable paragraphs in section H., Qualifications of Technicians.

The Contractor may be asked to remove persons who pose a threat to the health, safety, or security of an installation.

C.39.13 Emergency and Standby Power Systems

Services consist of, but are not limited to, the inspection, testing, preventive maintenance, and exercising of equipment per the manufacturer's recommendations for the following types of emergency and standby power systems:

- Emergency power supply systems, NFPA 110, Standard for Emergency and Standby Power Systems.
- Stored electrical energy emergency and standby power systems, NFPA 111, Standard on Stored Electrical Energy Emergency and Standby Power Systems.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests and maintenance in accordance with the current edition of the applicable NFPA standards, including appendices. Anywhere an NFPA standard states "should," it shall be taken to mean "shall" The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in the applicable NFPA standards. The Contractor must optimize use for demand load shedding when applicable.

The Government reserves the right to make any test or inspection it deems necessary to ensure all performance requirements are being met.

C.39.14 Emergency Lighting and Exit Signage

Services consist of, but are not limited to, the inspection, testing, and preventive maintenance of emergency lighting systems, emergency lighting equipment, and exit signage.

The Contractor must provide all tools and supplies necessary to properly perform inspections, tests, and maintenance or repairs in accordance with the current editions of NFPA 101 Life Safety Code and NFPA70 National Electrical Code including appendices of each. Anywhere NFPA 101 states "should," it shall be taken to mean "shall" The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 101.

NOTE: Tritium exit signs must be disposed of properly. Discuss disposal and documentation needed with COR. New exit signs must not contain tritium.

C.39.15. Means of Egress Door Openings

Services consist of, but are not limited to, the inspection, testing, and preventative maintenance of all means of egress door assemblies. These assemblies include:

1. Door leaves equipped with panic hardware or fire exit hardware.
2. Door assemblies in exit enclosures.
3. Electrically controlled egress doors.
4. Door assemblies with special locking arrangements.

The contractor must provide all tools and supplies necessary to properly perform inspections tests and maintenance or repairs in accordance with the current edition of NFPA 101, The Life Safety Code, including the appendices. Anywhere NFPA 101 states "should", it shall be taken to mean "shall". The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 101. Additionally, the technicians must meet the requirements outlined in the applicable paragraphs in section H, Qualifications of technicians.

The Government reserves the right to make any test or inspection it deems necessary to ensure all performance requirements are being met.

C.40. MAINTENANCE AND REPAIR OF VERTICAL TRANSPORTATION SYSTEMS N/A**C.41. MISCELLANEOUS WORK N/A****C.42. CRITERIA FOR DEDUCTIONS****C.42.1. General**

A. It is the objective of the Government to obtain complete and satisfactory performance in accordance with the terms of the specifications and requirements in this contract. To this end, the Government is contracting for the complete performance of each task identified in the specifications, and deductions may therefore, be made as stipulated in this Section. Deductions for work performed improperly may be made as though the work has not been performed. As it relates to this contract, the term "deduction" is being used to refer to any reduction in contract price (regardless of the methodology invoked to determine the monetary figure) that is being assessed due to performance related matters.

B. Deductions may be assessed for nonperformance, deficiencies in the performance of work, or failure to comply with any other contract requirements with the exception of non-submission of reports (covered under Section C.42.2) and failure to maintain and/or provide parts (covered under Section C.42.3). The deduction amount may include the actual cost to the Government for having the work performed by other means and/or administrative costs if the government incurs administrative costs relating to the deduction. Administrative costs (as defined at Section C.42.1.1.C) are those time and material costs incurred by Government personnel to correct or respond to the unsatisfactory event/performance. Deficient performance is just as undesirable as nonperformance, and the cost of correcting deficient performance may equal or exceed the cost of initial performance; thus, deduction criteria in this Section shall control in all cases, as distinguished from the Contractor's estimated cost to perform the work.

C.42.1.1 Application

A. The deduction amount assessed will be determined based on the following: 1) actual costs incurred by the Government for having the work performed by other means; 2) use of the rate stated for Hourly Price for Overtime (as defined below at Section C.42.1.1B) if no cost was incurred by the government for having the work performed by other means, and/or 3) administrative costs. The awarded overtime rate to be used for deduction amounts will be the one in effect for the base or option period in which the event occurred.

B. Overtime Rate Application – For determining deductions based on the overtime services rate, the Hourly Price for Overtime Service Requested by the Government in Section B, Paragraph B.1 will be used. This rate will be applied against a multiplier. The multiplier used may be time (e.g. the number of hours that would have been required to perform the work or task found to be deficient) or number of occurrences (for smaller repetitive tasks). Both the basis and amount of the multiplier shall be determined by the government through the development of a government estimate at the time that the deduction is being proposed. When the basis of the multiplier used is hourly, the number of hours applied shall not be less than one hour.

C. Administrative Costs Application - For deductions related to administrative costs incurred by government personnel to correct or respond to the unsatisfactory event, the multiplier for the deduction amount will be the total number of government hours spent. The rate for administrative costs will be the hourly government employee rate, GS-12, Step 5, as prescribed in the U.S. Office of Personnel Management (OPM) General Schedule (GS) Locality Pay Tables. The locality will be the city/county in which the event occurred and where work is being performed under the contract. The locality(s) for this contract is/are: Minneapolis, Minnesota. The effective GS-12, Step 5 hourly rate will be multiplied by the total number of government hours spent to derive the administrative costs deduction amount. The hourly pay tables for all localities can be found on the OPM website at <http://www.opm.gov/oca/11tables/indexGS.asp>.

D. Total Deduction Amount – As described in paragraph A. above, the total deduction amount may be calculated based on the actual cost to the Government for having the work performed by other means, using either the overtime rate application, the administrative costs application, or a combination of these.

C.42.2 Withholding Monies for Non-Submission Of Reports

If the contractor fails to prepare and/or submit acceptable reports as called for in **Section C, DESCRIPTION/SPECIFICATIONS**, within the required time frame, this may be construed to mean that the contract work has not been performed and the Government will withhold all payments until the required reports are satisfactorily completed and/or submitted to the COR.

C.42.3. Withholding Monies for Failure to Maintain and/or Provide Parts

If the Contractor fails to provide the parts specified in this contract, **within 24 hours** of establishment of the need for such parts, the Government will withhold all payments until the required parts are provided and are satisfactory to the COR.

C43. SUBCONTRACTING

The Government reserves the right to approve or disapprove any subcontract and any subcontractor selected. Therefore, the Contractor shall obtain the CO's approval of all subcontractors and provide copies of subcontracts for any work required by this contract. **Additionally, during the contract period no subcontractor can perform services without obtaining the CO's 'prior' review and approval. Contractors must submit information on key personnel, major subcontractors, work performed as part of a team or joint venture.**

The contractor is responsible for certifying to the COR in writing, that all of its subcontractors involved in the performance of this contract have been made aware of the provision to report to the COR any recommended maintenance and/or repair items that are necessary to maintain the physical integrity of the interior or exterior of the facility and to ensure that it is free of missing components or defects.

D. PACKAGING & MARKING***D.1. PAYMENT OF POSTAGE AND FEES***

All postage and fees related to submitting information including, but not limited to, forms and reports to the CO or the COR, shall be paid by the Contractor.

D.2. MARKING

All information submitted to the CO or the COR, shall clearly indicate the contract number of the contract for which the information is being submitted.

E. INSPECTION & ACCEPTANCE***E.1. FAILURE TO PERFORM (SEE PARAGRAPH C.42 ALSO)***

- A. If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. If the work remains deficient, the COR may have the work accomplished by other means and deduct the cost thereof from the monthly payment. When the defects in services cannot be corrected by reperformance, the Government may--
- (1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and
 - (2) Reduce the contract price to reflect the reduced value of the services performed.
- B. If the Contractor fails to promptly perform the services in conformity with the contract requirements or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may--
- (1) By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or
 - (2) Terminate the contract for cause.

E.2. FAR 52.246-4 INSPECTION OF SERVICES - FIXED PRICE (AUG 1996)

- A. Definition: "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.
- B. The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.
- C. The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.
- D. If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.
- E. If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may--
- (1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and
 - (2) Reduce the contract price to reflect the reduced value of the services performed.
- F. If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may--
- (1) By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or
 - (2) Terminate the contract for default.

E.3. ADDITIONAL REQUIREMENTS FOR INSPECTION OF SERVICES

- A. Government inspections and tests are for the sole benefit of the Government and do not--Relieve the Contractor of responsibility for providing adequate quality control measures; Relieve the contractor of responsibility for damage or loss of the material before acceptance; Constitute or imply acceptance; or Affect the continuing rights of the Government after acceptance of the completed work under paragraph (d) below.
- B. The presence or absence of a Government inspector does not relieve the contractor from any contract requirement, nor is the inspector authorized to change any term or condition of the specification without the Contracting Officer's written authorization.
- C. The contractor shall, without charge, replace or correct work found by the Government not to conform to contract requirements, unless in the public interest the Government consents to accept the work with an appropriate adjustment in the contract price. The Contractor shall promptly segregate and remove rejected material from the premises.
- D. Unless otherwise specified in the contract, the Government shall accept, as promptly as practicable after completion and inspection, all work required by the contract or that portion of the work the contracting officer determines can be accepted separately. Acceptance shall be final and conclusive except for latent defects, fraud, or the Government's rights under any warranty or guarantee.

The Government may charge the Contractor any additional cost of inspection or test when work is not ready at the time specified by the contractor for inspection or test or when prior rejection makes re-inspection or retest necessary.

E.4. CANCELLATION CLAUSE

This contract may be canceled unilaterally by either party under the following conditions:

Cancellation under this clause is limited to total, not partial, contract cancellation and does not apply to individual task orders.

This contract may be canceled, without cost, by either the contractor or GSA upon **150** calendar days after receipt of written notice.

Such a cancellation does not relieve the contractor for the obligation to perform work under this contract prior to the effective cancellation date, nor does it relieve GSA from the obligation to pay for such work.

Such a cancellation will not provide any settlement costs to the contractor and will not result in any action by GSA to gain performance by a surety or to obtain procurement costs.

E.5. CONTRACT COMPLETION PLAN (SEE PARAGRAPH C.4)***A. Final Inspection***

On a mutually agreed-upon date, no less than **90 calendar days** prior to the contract termination and/or end date, the Contractor and the Contracting Officer and/or the Contracting Officer's Representative shall, together, make a complete inspection of all mechanical, electrical, plumbing, structural, fire protection and life safety, and utility distribution systems and equipment at the site covered by this contract. This inspection may be a thorough inspection to establish the condition of the system. Additionally, there shall be no further expense to the Government in regard to this inspection and/or testing regardless of the time or date scheduled. (i.e. we cannot disable and shut off the fire alarm system during normal business hours and shall not pay extra for the contractor to schedule people in to perform the required testing at a time that will not disrupt business.) Based upon this inspection, the Contractor shall be provided with an existing deficiency list. The Contractor shall have

15 calendar days from the receipt of this list to correct all items which fall within the scope of this contract.

It remains the responsibility of the Contractor to make all adjustments (PM and/or repairs) to bring all equipment to a level of performance and satisfaction as determined as acceptable by the Contracting Officer or his/her representative. All such work to be completed and found acceptable prior to actual contract expiration date.

PM records on fire protection and life safety equipment shall be turned over to the COR no later than 120 days prior to contract expiration.

B. Turnover Items

On the next page is a list of the major items required to be turned over to the COR to ensure the orderly transition between contractors or the Government. It is the responsibility of the Contractor to maintain the items listed and to provide information and/or instruction to the succeeding contractor.

TURNOVER ITEMS

ITEM	REQUIREMENT
BUILDING OPERATING PLAN (Maintained by GSA)	Current plan
OCCUPANT EMERGENCY PLAN (Maintained by GSA)	Current plan
UTILITY AND FUEL CURTAILMENT PLAN (Maintained by GSA)	Current plans utilities Fuels
KEY CUSTODY AND CONTROL (Maintained by Contractor)	Key and door lists Blank and cut keys
ENERGY MANAGEMENT CONTROL SYSTEM (BUILDING AUTOMATION) (Maintained by Contractor)	Operating procedures Computers, if any System data tapes Software programs Set points and controls Records and logs
EQUIPMENT/BUILDING SYSTEMS (Maintained by Contractor)	Manuals/Schematics Blueprints
GSA PUBLICATIONS (Maintained by GSA)	All mandatory references
ORIENTATION - On-site supervisors - Work leaders/foremen (Completed by GSA and Contractor)	New contractor personnel Building controls equipment/systems Records/reports/logs Administrative procedures (Various building plans Training material

ITEM	REQUIREMENT
MAINTENANCE MANAGEMENT (Maintained by GSA and by the Contractor)	Include: Annual preventive maintenance schedule Inventory of equipment History cards Boiler certificates Unfired pressure vessel certificates Boiler reports Unfired pressure vessel reports Water analysis reports
MAINTENANCE REPAIRS (Maintained by Contractor)	Status of repairs: (a) Mechanical (b) Electrical (c) Exterior (d) Interior
SERVICE CALLS (Maintained by Contractor)	Service log Completed/current calls
FIRE ALARM SYSTEM (Maintained by Contractor)	Operating procedures Manufacturer's maintenance instructions and recommendations for facility equipment Current System Program on floppy disk for microprocessor based systems System data tapes Software programs Current programming software and firmware Set points and controls Records and maintenance logs Inspection and testing logs and records Current blueprints of the fire alarm system Current hard copy listing of system device addresses for addressable systems
FIRE SPRINKLER SYSTEM (Maintained by Contractor)	Operating procedures Manufacturer's maintenance instructions and recommendations for facility equipment Set points and controls Records and maintenance logs Inspection and testing logs and records Current drawings of each sprinkler system showing the location and temperature rating of all sprinklers and fusible links.
FIRE SUPPRESSION SYSTEMS – WET OR DRY CHEMICAL	Operating procedures Manufacturer's maintenance instructions and recommendations for facility equipment Set points and controls Records and maintenance logs Inspection and testing logs and records Current drawings of each fire suppression system showing the location of all activation devices and fusible links.

ITEM	REQUIREMENT
SMOKE CONTROL/SMOKE EVACUATION SYSTEMS	Operating procedures Manufacturer's maintenance instructions and recommendations for facility equipment Set points and controls Records and maintenance logs Inspection and testing logs and records Current drawings of smoke control or smoke evacuation system showing the location(s) served by the system, locations of air handling equipment used in the system, locations of emergency controls, and locations of all supply and exhaust points used for smoke control or smoke evacuation.

F. DELIVERIES OR PERFORMANCE***F.1. PLACE OF PERFORMANCE***

The service to be provided under this contract shall be accomplished at the building(s) listed below.

Building Name	United States Courthouse	
Street Address	300 South 4th Street	
City, State Zip code	Minneapolis, MN 55415-2247	
Building Number	MN0092ZZ	
Number of Stories	15 stories plus basement parking	
Official Hours of Building Occupants	7:00 am to 5:00 pm, M-F	
Building Size	717,406	Gross Square Feet

These figures are estimates. Only the offeror is responsible for verifying dimensions and quantities.

F.2. TERM OF CONTRACT

After award, the successful offeror will be given a written Notice to Proceed, and shall provide contractual services for a 3 year period commencing on the day specified in the Notice to Proceed. Work under this contract is expected to commence on or about July 1, 2012.

F.3. OPTIONS

- A. The Government shall have the unilateral option of extending the term of this contract for 2 consecutive additional periods of 1 year each. Refer to FAR 52.217-9, Option to Extend the Term of the Contract - Services in **Section I**.
- B. The government may require continued performance of any services within the limits and at the rates specified herein. Refer to FAR 52.217-8, Option to Extend Services in **Section I**.

G. CONTRACT ADMINISTRATION DATA
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G.1. PAYMENT (GENERAL)

Payment will be made on a calendar month basis in arrears upon submission of an invoice. Payment will be due on the 30th calendar day after receipt of a proper invoice or date of receipt of services, whichever is later. The date of the check issued in payment shall be considered to be the date payment is made. In the event the contract begins or ends during the month, payments will be prorated based on 21 work days per month. Any inquiries regarding payment shall be directed to the following:

General Services Administration, Finance		
P.O. Box	17181	
Fort Worth	Texas	76102

G.2. SUBMISSION OF INVOICES

A. Regular Services - Invoices shall be submitted on the first of each month to:

General Services Administration, Finance		
P.O. Box	17181	
Fort Worth	Texas	76102

The Contractor is reminded that there are documents that are required to be prepared and submitted as part of the performance of this contract. Monthly invoices must be submitted after all required paperwork has been sent to the COR. Invoices received prior to the Government's receipt of the required submittals will be rejected. Please refer to FAR 52.232-25.

B. Payment for Overtime, Emergency Call-back, Additional Services and Maintenance Repair Services Between \$2,000.00 and \$10,000.00.

Payment will be made on the basis of an invoice for the services submitted with the following information.

Each invoice for overtime, emergency call-back, and additional service and maintenance repair service must show the information identified herein.

- Name and address of building in which service was performed.
- The type of service (overtime or emergency).
- The time(s) the Contractor's employee(s) arrived at and left the building.
- Total hours spent at the building.
- Total amount of billing.
- Date and time of call.
- Name of person making the call.
- Name of person accepting the call.

NOTE: The Government shall not be billed for Preventive Maintenance Services included in the contract which cannot be performed during normal hours and must be performed after hours.

G.3. GSAR 552.232-77 PAYMENT BY GOVERNMENTWIDE COMMERCIAL PURCHASE CARD (MAR 2000)

(a) Definitions. "Governmentwide commercial purchase card" means a uniquely numbered credit card issued by a contractor under GSA's Governmentwide Contract for Fleet, Travel, and Purchase Card

Services to named individual Government employees or entities to pay for official Government purchases.

"Oral order" means an order placed orally either in person or by telephone.

- (b) At the option of the Government and if agreeable to the Contractor, payments of \$25,000 or less for oral or written orders may be made using the Governmentwide commercial credit card.
- (c) The Contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item under other contract requirements, the Contractor must immediately credit a cardholder's account for items returned as defective or faulty.
- (d) Payments made using the Governmentwide commercial purchase card are not eligible for any negotiated prompt payment discount. Payment made using a Government debit card will receive the applicable prompt payment discount.

G.4. EVALUATING CONTRACTOR PERFORMANCE

The General Services Administration, Public Buildings Service, will begin using the Contractor Performance Assessment Reporting System (CPARS) modules as the secure, confidential, information management tool to facilitate the performance evaluation process. CPARS enables a comprehensive evaluation by capturing comments from both GSA and the contractor. CPARS is the overall system name; however, it is important to note the different modules within.

CPARS module: This module is used to create past performance evaluations on services procurements.

ACASS module: This is the Architect Engineer Contract Administration Support System. This is used to create past performance evaluations on A/E procurements.

CCASS module: This is the Construction Contractor Appraisal Support System. This is used to create past performance evaluations on construction procurements.

The term "CPARS" will be used throughout this document to denote the overall evaluation system (the evaluation modules of CPARS, ACASS and CCASS).

Each award requiring an evaluation must be registered in CPARS. The contractor will receive several automated emails. Within thirty days of award, the contractor will receive an e-mail that contains user account information, as well as the applicable contract number(s) and evaluation module assigned. The contractor will have one user account set up that will allow access to all three modules.

Contractors are encouraged to visit

http://www.cpars.csd.disa.mil/allapps/cpartng/webtrain/webtrain_all.htm to sign up for the free on-line

Contractor Overview training when these sessions are offered. This is a 2 hour training session specifically targeted to contractor users who will provide Past Performance Evaluation comments on PBS evaluations.

Once the evaluation is readied and released, the contractor will receive a second email alerting them the evaluation is ready for their review and comment. The contractor will have thirty (30) days to respond to the evaluation. GSA shall provide for review at a level above the contracting officer (i.e., contracting director) to consider any disagreement between GSA and the contractor regarding GSA's evaluation of the contractor. Based on the review, the individual at a level above the contracting officer will issue the ultimate conclusion on the performance evaluation.

NOTE: Unless the contractor provides a different POC to the contracting officer after award, the contracting officer will use the Past Performance Point of Contact (POC) listed on the contractors Central Contractor Registration (CCR) profile as the default Past Performance POC. **This is the person that will**

receive the above CPARS email alerts. In accordance with FAR Clause 52.204-7 at 52.204-7 the contractor is responsible for the accuracy and completeness of the data within the CCR database.

Copies of the evaluations, contractor responses, and review comments, if any, will be retained as part of the contract file, and may be used by Federal Agencies to support future award decisions

H. SPECIAL CONTRACT REQUIREMENTS

H.1. SECURITY

H.1.1 SUITABILITY DETERMINATIONS

(a) All contract employees requiring routine unescorted access to Federally-controlled facilities and/or information systems for more than 6 months (Long Term Employees) will be required to undergo a suitability determination and receive a favorable preliminary status before a facility identification card is issued. Prior to the time that an identification card is issued, such Long Term Employees will be required to comply with normal facility access control procedures, including sign-in, temporary badging, and escorted entry, as applicable.

(b) Failure of a Long Term Employee to receive a favorable suitability determination shall be cause for removal of the employee from the work site and from other work in connection with the Contract.

(c) Contract employees working less than 6 months (Short Term Employees) may, at the Government's option, be required to undergo a lesser form of suitability determination. Prior to the time that an identification card is issued, if at all, such Short Term Employees will be required to comply with normal facility access control procedures, including sign-in, temporary badging, and escorted entry, as applicable.

(d) Short Term Employees who have not received a favorable suitability determination shall be escorted at all times while in non-public space, as directed by the Government.

(e) The Government, at its sole discretion, may grant temporary suitability determinations to Long and Short Term Employees. However, the granting of a temporary suitability determination to any such employee shall not be considered as assurance that a favorable suitability determination will follow.

(f) The Contracting Officer or his/her designated representative shall provide the Contractor with required forms for obtaining necessary clearances. The Contractor shall be required to cause such forms to be returned to the Government for processing not later than 14 days following being provided by the Government.

(g) The Contractor shall be responsible for planning and scheduling its work in such a manner as to account for facility access issues. Difficulties encountered by the Contractor in gaining access to facilities by its employees and subcontractors shall not be an excuse to any Contractor performance under the Contract.

(h)(1) The award letter to the successful offeror will identify a GSA Security Sponsor for the security clearance process. Upon receipt of the letter, the awardee will immediately contact the GSA Security Sponsor for this contract and provide a Contractor security clearance point-of-contact (POC) for contractor and subcontractor employees. The Contractor POC will be responsible for ensuring timely submittal and accuracy of security clearance applications. He or she will also have the responsibility of monitoring and tracking all security clearance submissions. The GSA Security Sponsor will send additional forms and instructions regarding the security clearance process to the Contractor point-of-contact via email and will assist in determining whether GSA or the Contractor will be responsible for conducting the fingerprinting process. The Contractor POC will be required to submit a list of contractor employees for whom you are seeking security clearances, including their position on the contract, within 14 days of receipt of the award letter. Compliance with the security clearance process will be a factor assessed in the Government's evaluation of contractor performance. Failure to submit all security clearance documents may result in the contract being terminated for default.

Process for long term employees (applicable for both ARRA and non-ARRA):

The automated Electronic Questionnaire for Investigations Processing (e-QIP) clearance system is used to conduct background suitability investigations of long-term clearances. Before receiving access to the e-QIP database, Contractor employees must complete the Contractor Information Worksheet. Completing this form and submitting electronically will assist in the efficient processing of contract applicant e-QIP invitations.

If less than five employees require security clearance, individual Contractor Information Worksheets (CIW) are to be electronically submitted to the GSA Security Sponsor via the Contractor POC. In addition, individual CIWs should be completed for individuals who have had a prior investigation conducted or have been a U.S. resident for less than 3 years.

If five or more employees require security clearance, the Mass e-QIP invite spreadsheet and a master CIW shall be used in lieu of completing individual CIWs for the same company/same contract number. The master CIW should be completed with the header information filled in as well as sections 2 through 5. Separate mass e-QIP invite spreadsheets should be used for applicants born in the U.S. and those born outside of the U.S. regardless if they are U.S. citizens. If an individual CIW is completed, do not include this applicant's information on any of the mass e-QIP spreadsheets.

All forms should be sent in electronically to the appropriate GSA Security Sponsor. The email attachments must be encrypted and the password should be sent in a separate email to help protect the personal identification information.

After the forms are found to be accurate and complete, GSA submits the data to the Federal Protective Service (FPS). Once FPS processes the information, Contractor employees will then receive an email invitation to the e-QIP database. This email and e-QIP "Quick Reference Guide for the Applicant" attachment will explain the process in detail.

Once the Contractor employee has completed all the e-QIP information, they are to print, sign and date the "Authorization to Release Information" and "e-QIP Investigation Request" signature forms. They are to submit these forms along with their two copies of fingerprint charts, FD258 to the GSA Security Sponsor or the designated GSA Security Clearance Office for submission to FPS for adjudication.

Once FPS has completed all the necessary checks, the applicant will be notified of their preliminary status; either favorable or unfavorable. If the status is favorable, a security badge will be issued. If the status is unfavorable, a letter will be issued identifying a process for an appeal.

Process for short-term non-ARRA clearances:

Complete and submit hard copies of the following:

1. Contractor Information Worksheet - The Contractor submits a Contractor Information Worksheet (CIW) with sections 1 and 2 completed to the GSA Security Sponsor for each proposed contract employee.
2. OF-306 Declaration For Federal Employment (required sections only)
3. Addendum to OF-306 (required sections only)
4. Two copies of Fingerprint Cards, FD-258. Proposed contract employees are required to have their fingerprints taken by a designated fingerprint service provider which may include: a local police station, Federal Protective Service (FPS), or GSA live-scan station, or other agency fingerprinting facility. If a GSA fingerprint facility is available GSA will schedule a fingerprint appointment for the applicant. If not, the applicant is required to schedule their own fingerprint appointment with outside providers and is solely responsible for any associated costs. Applicants shall only use the GSA furnished fingerprint forms, not the online version which is unacceptable.

GSA will then submit the completed security clearance application and fingerprint charts to the Federal Protective Service (FPS), Department of Homeland Security, for adjudication. FPS then issues via email to the applicant and GSA Security Office an Enter on Duty Determination (EOD). If an applicant receives an unfavorable determination, the applicant cannot appeal. For those who receive an EOD, the Contractor POC will receive guidance from the GSA Security Sponsor regarding badging.

Process for short-term ARRA clearances:

Complete and submit hard copies of the following documents:

1. GSA Form 850 – Temporary Contractor Information Worksheet. This form can be located on the GSA website via www.gsa.gov in the forms library. Complete Section A and sign the bottom of the 2nd page.
2. Two copies of Fingerprint Cards, FD-258. Proposed contract employees are required to have their fingerprints taken by a designated fingerprint service provider which may include: a local police station, Federal Protective Service (FPS), or GSA live-scan station, or other agency fingerprinting facility. If a GSA fingerprint facility is available GSA will schedule a fingerprint appointment for the applicant. If not, the applicant is required to schedule their own fingerprint appointment with outside providers and is solely responsible for any associated costs. Applicants shall only use the GSA furnished fingerprint forms. The online version is unacceptable.

GSA will then submit the completed security clearance application and fingerprint charts to the Federal Protective Service (FPS), Department of Homeland Security, for adjudication. FPS then issues via email to the applicant and GSA Security Office an Enter on Duty Determination (EOD). If an applicant receives an unfavorable determination, the applicant cannot appeal. For those who receive an EOD, the Contractor POC will receive guidance from the GSA Security Sponsor regarding badging.

Any employee hired after performance starts under this contract must submit the appropriate documents to the GSA Security Sponsor **30 days prior to the employee starting work**. No employee may begin work under a Federal contract without receipt of security clearances approved by the Department of Homeland Security, Bureau of Immigration and Customs Enforcement, Federal Protective Service (DHS, BICE, and FPS).

NOTICE TO PROCEED (NTP) WILL NOT BE ISSUED UNTIL THE GSA SECURITY SPONSOR HAS OFFICIALLY NOTIFIED THE CONTRACTING OFFICER THAT SECURITY CLEARANCES FOR PROPOSED EMPLOYEES HAVE BEEN RECEIVED AND APPROVED BY THE DEPARTMENT OF HOMELAND SECURITY, BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, FEDERAL PROTECTIVE SERVICE (DHS, BICE, FPS). PERMANENT CONTRACT STAFF WILL NOT BE ALLOWED TO WORK IN FEDERALLY CONTROLLED SPACE PRIOR TO OBTAINING THE APPROPRIATE BACKGROUND INVESTIGATION.

1. A background criminal history check by name and date of birth from the State of Residence will be performed by GSA.
2. No employee or subcontractor shall be allowed to perform any work under this contract without receiving prior clearance from GSA.
3. The GSA Security Sponsor reserves the right to require the Contractor to resubmit the documents at any time. If requested by the GSA Security Sponsor, the requested forms shall be submitted to the GSA Security Sponsor within three working days of receiving such a request. Failure to provide the documents within the specified time period will result in removal of the employee until such time that the documents are submitted, reviewed, and approved.
4. The Government shall have, and exercise, full and complete control over granting, denying, withholding, and terminating clearances for any employee.

5. Occupant agencies may require the Contractor and the Contractor's employees to obtain special clearances for access to certain areas covered under this contract. The GSA Security Sponsor will inform the Contractor when such clearances are required.

H.2. GSA CRITERIA FOR ADJUDICATION

The following criteria were prepared under the guidelines of the Office of Personnel Management's (OPM) FPM Supplement 731-1, "Determining Suitability for Federal Employment," and guidelines from GSA's Office of Audit Resolution and Internal Controls. The criteria for adjudication have been approved by the GSA General Counsel. The following criteria are used by trained regional and/or National Office personnel security specialists, to determine the eligibility of prospective construction, service contract employees, and child care providers.

As a general guideline, the criminal history background records are examined for construction, service contract employees, and child care providers for the previous 5 years, (for contract guards the previous 10 years). However, the entire record is reviewed to ascertain if any serious offenses or incidents are noted that would disqualify. Criminal history background checks are conducted every 5 years for construction, service contract employees, and child care providers to re-evaluate eligibility.

All information of record, both acceptable and unacceptable, will be assessed in terms of its relevance, recentness, and seriousness, while keeping in mind that the objective is to provide fair, impartial, and equitable treatment of all employee applicants. The limited criminal history checks may reflect juvenile records, psychological referrals or information sealed by court order or statute, which would be given special consideration.

The principal factors used in the adjudication process in determining whether a person's conduct would be expected to interfere with the ability of the applicant(s) to function in the position, or if the applicant's past conduct was such that the safety of Federal employees and/or visitors to delegated and/or GSA-controlled facilities would be in jeopardy, are outlined below:

- (1) Any type of misconduct or negligence in prior employment which would have an effect on the quality of security and protection provided to customer agencies or prior conduct which would interfere with or prevent a delinquency or misconduct in employment are: attitude, personality, conflict insubordination, absenteeism/attendance, rules/regulation violation and pattern of unemployment based on misconduct or delinquency as reflected in employment history.
- (2) Criminal or dishonest conduct related to the duties to be assigned to the applicant/employee and/or the performance of such duties. The following crimes are acts which could disqualify prospective or regular employees:
 - a. Abuse or neglect of a child or other dependent person entrusted to their care.
 - b. Child molestation.
 - c. Forcible or statutory rape.
 - d. Possession and sale of narcotics and/or dangerous drugs.
 - e. Arson.
 - f. Murder.
 - g. Kidnapping.
 - h. Robbery.
 - i. Burglary.
 - j. Larceny.
 - k. Theft.
 - l. Aggravated assault.
 - m. Buying, receiving or possessing stolen property.

- n. Embezzlement, forgery, counterfeiting.
 - o. Fraud.
 - p. Under ATF Standards, any felony (for guards only who are required to carry firearms).
 - q. Domestic violence issues.
- (3) Intentional false statement, deception or fraud in examination or appointment.
 - (4) Refusal to furnish testimony required during an official investigation by Federal, State, and/or law enforcement officials.
 - (5) Found to be a chronic alcoholic by any court, which suggest that the condition would prevent the applicant/employee from performing the duties of the position, or that the condition would pose a serious threat to the property and safety of others. (If an applicant can present medical certification that he or she has thoroughly recovered or completed a rehabilitation program, this will be weighted accordingly).
 - (6) Illegal use of narcotics, drugs, or other controlled substances, without evidence of rehabilitation.
 - (7) Any statutory or regulatory bar which prevents the lawful employment of the person involved in the position in question.
 - (8) Serious misconduct while in the military service which is indicative of conduct unacceptable for child care providers and/or other contract personnel.
 - (9) Is a fugitive from justice?
 - (10) Is an illegal alien in the United States or is an alien who is not entitled to accept gainful employment.
 - (11) Has been committed voluntarily or involuntarily to a mental hospital or institution, unless the applicant can present medical certification of recovery.
 - (12) In the absence of convictions, when the examination of the circumstances involved is a pattern of arrests, or an arrest for a single serious crime indicates that an applicant is unacceptable for a position.
 - (13) In the event information is developed that a contract employee has been arrested; National Office FPS will re-evaluate until this function is transferred to the region. The regional reviewing official will re-evaluate to determine if the employee should continue to work. Department of Homeland Security, Bureau of Immigration and Customs Enforcement, Federal Protective Service (DHS, BICE, and FPS) will ensure the contractor takes appropriate action, and if the employee needs to be removed, a letter of removal will be sent to a contractor.
 - (14) Financial responsibility such as pattern of non-support judgment tax lien or other default with no attempt at restitution, illegal gambling, eviction, or other irresponsibility as reflected in credit history, disregard for debts, and abuse of fiduciary trust.
 - (15) Immoral conduct when a pattern of misconduct is shown by conviction records, medical treatment, public knowledge, child molestation, sexual assault, statutory rape, incest, bestiality, or convictions of or involvement in other sex related crimes.
 - (16) If information is developed related to disruptive or violent behavior such as assault, damaging property, destroying property, vandalism, criminal/malicious mischief, harassment, or other patterns of violence as reflected in conviction records.

- (17) Any issue relating to firearms/weapons such as carrying concealed firearms/weapons brandishing firearm, possession of firearm by a felon, possession of loaded firearm or explosives, improper/illegal sale or transportation of firearms or explosives, illegal manufacture of firearm/explosives.
- (18) Right of Review. A person who receives an unfavorable determination will be provided reasonable time (30 days) after the individual receives written notification that derogatory information is contained in the individual's background check which needs clarification. He/she may challenge the accuracy of the information contained in the FBI criminal history records; past employment history and/or State criminal history repositories; or provide additional facts, proof and supporting documents outlining any mitigating circumstances affecting any information maintained in the criminal history records the FBI obtained based on the individual's fingerprints or other records. Further, he/she will be advised that he/she has the right to obtain copies of information made available to GSA.

H.3. COMPLIANCE WITH SECURITY REQUIREMENTS

- (a) The Contractor shall comply with all GSA and tenant agency security requirements in the building(s) where work is being performed.
- (b) When a controlled personnel identification access system is used by a tenant agency at a site where work is performed, the tenant agency will be responsible for providing any required access credentials. Credentials shall be displayed at all times or as otherwise required by the tenant agency.

H.4. IDENTIFICATION CREDENTIAL

- (a) Upon receipt of a favorable suitability determination, each Long or Short Term Employee shall be issued an identification credential (Credential) permitting regular access to the building(s) where work is being performed.
- (b) Long or Short Term Employees with Credentials shall be required to comply with all applicable access security screening procedures applicable to Government or other personnel possessing similar Credentials.
- (c) All Contractor or subcontractor employees possessing Credentials shall visibly display their Credentials at all times while in the building(s) where work is being performed.
- (d) The Contractor shall be responsible for ensuring that all identification credentials are returned to the Government when a particular Contractor or subcontractor employee will no longer be providing service under the Contract at the building(s) covered by the Credential.
- (e) The Contractor will notify the Government when Credentials are lost. In that event, the Contractor will be responsible for reimbursing the Government for its cost in issuing a replacement Credential.
- (f) ID's shall be worn with the photo and name facing away from the employee to facilitate easy identification of the employee. Any employee who is not wearing the ID or wears it backwards shall be considered out of uniform and removed from the building that day. The COR, GSA personnel designated by him/her, Government law enforcement, or security personnel shall periodically verify passes of Contractor employees with their personnel identification. Contractor employees shall comply with security verification procedures at all times.
- (g) The Contractor will be responsible for paying the Government for replacement credentials at the current cost per badge. The cost of the replacement ID shall be applied to the contractor through the proposed deduction process. Replacement ID's will not be issued until the Contractor notifies the COR

of the need for the replacement and an incident report is made and obtained through Department of Homeland Security, Bureau of Immigration and Customs Enforcement, Federal Protective Service (DHS, BICE, FPS).

(h) Building keys and key cards. The contractor shall identify those employees requiring keys or a key card to the building. Any employee requiring keys or a key card to the building must sign for the keys/card. The Contractor is responsible for replacement costs. **Note: If master key is given, it may require that the Contractor be charged the cost to re-key the entire building when key is lost.** The cost of the replacement keys or key card shall be applied to the contractor through the proposed deduction process. There is a minimum \$50 replacement cost for lost or stolen keys and key cards.

H.5. ESCORT REQUIREMENTS

It may be necessary to escort temporary contract employees who do not have favorable preliminary or final suitability determinations and must work in federally controlled space. In those cases, all uncleared contract employees must be escorted in nonpublic space by a Government employee or another responsible cleared contract employee who is approved by the CO or designee. Other Government agencies may have specific agency security requirements for their own space that may only allow escort by Government employees or those designated by their agency. Government employees or approved cleared contract employees who provide escorts for uncleared contract employees must always be in close proximity and within eyesight of the uncleared contract employee. The contract escort must watch uncleared employees and remain with uncleared contract employees for the entire time they are in the building and or federally controlled space. Uncleared employees cannot be left alone or out of eyesight at anytime they are in nonpublic space. A cleared and approved escort may not allow several uncleared contract employees to be in federally controlled space, that is not within close proximity and within eyesight at all times. A cleared and approved escort may not allow multiple uncleared employees in non public space on different parts of one floor or different floors at the same time. Any security violation of escort requirements by a cleared and approved contract employee will result in the immediate removal from the contract of all contract employees involved, i.e., escorts and uncleared escorted contract employees. Also, violations of escort requirements by contract employees in accordance with security requirements may be grounds for termination of the contract.

H.6. STANDARDS OF CONDUCT

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary.

H.7. REMOVAL FROM CONTRACT WORK

(a) As provided in the clause entitled "Qualifications of Employees", the contracting officer or a designated representative may require the Contractor to remove any employee(s) from GSA controlled buildings or other real property should it be determined that the individual(s) is either unsuitable for security reasons or otherwise unfit to work on GSA controlled property. This shall include, but not be limited to, instances where an employee is determined, in the Government's sole discretion, to be incompetent, careless, insubordinate, unsuitable or otherwise objectionable.

(b) A contractor employee may also be removed where the continued employment of the contractor employee in connection with the Government work is deemed, in the Government's sole discretion, contrary to the public interest, inconsistent with the best interests of security, or a potential threat to the health, safety, security, general well being or operational mission of the facility and its population.

(c) Where a contractor employee is granted a temporary suitability determination, and an unfavorable final suitability determination is later rendered, the Government may insist on the employee's removal from the work site and from other work in connection with the Contract.

(d) The Contractor shall be responsible for providing replacement employees in cases where contract employees are removed at no additional cost to the Government.

Under the following conditions, the CO or representative may request the Contractor to immediately remove any employee from the work site:

- When the Government determines the employee to be incompetent, careless, insubordinate, unsuitable, or otherwise objectionable.
- When the Government deems the employee's continued employment to be contrary to the public interest, inconsistent with the best interests of security, or when the employee is identified as a potential threat to the health, safety, security, general well being, or operational mission of the facility and its population.

The CO may also request the Contractor to immediately remove any employee from the work site if it is determined that individuals are being assigned to duty who have been disqualified for either suitability or security reasons or who are found to be unfit for performing duties during their tour of duty.

Contractor employees who are removed from contract work must be required to leave the work site immediately.

The Contractor must comply with any removal request. For clarification, a determination to remove an employee will be made for, but is not limited to, incidents involving the most immediately identifiable types of misconduct or delinquency as set forth below:

A. Failure to receive a suitability determination, temporary clearance, or clearance from GSA or a tenant agency.

B. Violation of Federal, State, or local law.

C. Violation of the Rules and Regulations Governing Public Buildings and Grounds, 41 CFR 101-20.3. This includes the carrying or possession of explosives or items intended to be used to fabricate an explosive or incendiary device.

D. Neglect of duty, including sleeping while on duty, unreasonable delays, or failure to carry out assigned tasks, conducting personal affairs during official time or refusing to render assistance, or to cooperate in upholding the integrity of the security program at the work site.

E. Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records.

F. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, fighting, or participation in disruptive activities that interfere with the normal efficient operations of the Government.

G. Theft, vandalism, immoral conduct, or any other criminal actions.

H. Selling, consuming, or being under the influence of intoxicants, drugs, or substances that produce similar effects while in or on federally controlled property.

I. Improper use of Government identification.

J. Unauthorized use of communication equipment on Government property.

K. Violation of security procedures or regulations.

L. Violation of Title 18, U.S.C., Section 930, which prohibits the knowing possession or the causing to be present of firearms or other dangerous weapons in Federal facilities and Court facilities.

The CO will make all determinations regarding the removal of any employee from work site, except under certain conditions. When a CO is not available, either during the day or after hours, or in situations where a delay would not be in the best interest of the Government or is identified as a potential threat to the health, safety, security, general well being, or operational mission of the facility and its population, the COR will have the authority to immediately remove the contract employee from the work site.

Law enforcement officers of the Department of Homeland Security/Immigration and Customs Enforcement/Federal Protective Service (DHS/ICE/FPS) will have the authority to immediately remove any contract employee from the work site who is found to be in violation of any of the items mentioned above and where a delay in removal would not be in the best interest of the Government or security or is

identified as a potential threat to the health, safety, security, general well being, or operational mission of the facility and its population. The CO will be notified as soon after the incident as practical or at the beginning of the next business day if an action happened after hours. The CO will make all official notifications to the Contractor. In the event of a dispute, the CO will make a final determination. Specific reasons for removal of an employee will be provided to the Contractor in writing by the CO.

The Contractor is responsible for providing replacement employees in cases where contract employees are removed from working at the work site or on the contract.

H.8. RESERVED

H.9. RECORDING PRESENCE

Each contract employee must sign in when reporting for duty and sign out when leaving at the end of the workday and follow card access requirements as directed by the COR. The Contractor shall accumulate GSA Form 139 (Record of Time of Arrival and Departure from Building) or other designated form for use in recording presence each calendar week, certify in writing on each form that the information shown is true and correct and, and within 5 calendar days of month's end turn them over to the COR or designee.

H.10. GOVERNMENT FORMS

The various Government forms mentioned in this document such as personal history forms, sign-out forms, inspection forms, etc., may be obtained from the COR.

H.11. OTHER CONTRACTORS

The Government may undertake or award other contracts for additional work, and the Contractor must fully cooperate with such other Contractors or Government employees. The Contractor must carefully schedule his own work, in conjunction with the additional work, as may be directed by the COR. In addition, the Contractor must not commit or permit any act that will interfere with the performance of work by another Contractor or by Government employees.

H.12. ORDINANCES, TAXES, PERMITS, AND LICENSES

Without additional expense to the Government, the Contractor must fully comply with all local, city, State, and Federal laws, regulations, and ordinances. The Contractor will also be liable for all applicable Federal, State, and local taxes and must obtain and pay for all permits and licenses governing performance under the contract.

H.13. DISCREPANCY IN THE SPECIFICATIONS

In any case of discrepancy in the specifications, the matter must be immediately submitted to the CO. The decision of the CO as to the proper interpretation of the specifications shall be final in accordance with the Disputes clause of this contract.

H.14. AFFIRMATIVE PROCUREMENT PROGRAM (APP)

As a Federal procuring agency, GSA is required by the Resource Conservation and Recovery Act (RCRA), Section 6002 and Letter 92-4 and Executive Order (EO) 13423, Strengthening Federal Environmental, Energy, and Transportation Management, to procure and use products containing post consumer content (recycled material) environmentally preferable and bio based products. RCRA Section 6002 and Letter 92-4 require Federal agencies to develop and implement an Affirmative Procurement Program to facilitate the procurement of these products.

H.14.1 Affirmative Procurement Products

In addition to the regulatory requirements specified in section C of the specification, the Contractor must consider the following practices and sources:

- Cleaning chemicals or materials, which must be selected with consideration for minimizing the impact on both human health and safety and reducing other potential environmental impacts.

- Cleaning tools, equipment, and supplies, which must also be selected with regard to health and environmental considerations.
- Cleaning processes, work practices, and procedures that minimize worker and building occupant exposures and contribute to the promotion of environmental stewardship.
- Products designated as environmentally oriented in the GSA Federal Acquisition Service (FAS) Environmental Products and Services Guide. This guide is available on the FAS Environmental Home page at
- Cleaning products that meet the Green Seal GS-37 standard where applicable, or if GS-37 is not applicable (e.g., for products such as carpet cleaners, floor finishes, or strippers), products that comply with the California Code of Regulations maximum allowable Volatile Organic Compounds (VOCs) levels.
- Disposable janitorial paper products and trash bags that meet the minimum requirements of U.S. EPA's Comprehensive Procurement Guidelines.
- Low Environmental Impact Pest Management practices and Low Environmental Impact Cleaning Equipment practices.

The Contractor must provide quarterly reports that document the purchase and use of the products listed above.

Additional information on environmentally preferable products may be found through sources such as the U.S. EPA's Environmentally Preferable Purchasing Program Web site at <http://yosemite1.epa.gov/oppt/eppstand2.nsf> or information published by the Office of the Federal Environmental Executive at <http://ofee.gov/>.

H.14.2 Recycled Content Product Certification

In accordance with FAR 52.223-9, Certification and Estimate of Percentage of Recovered Material Content for EPA-Designated Items, the Contractor must provide the required certification and estimate at contract completion. In addition, interim annual reports estimating the percentage of total recovered material used in contract performance, including, if applicable, the percentage of post consumer material content, must be provided by the Contractor **not later than November 1 of each year**, with data for the preceding 12-month period ending September 30.

H.15. ASBESTOS AWARENESS TRAINING N/A

H.16. UNIFORMS

All trade workers must wear a uniform with the Contractor's logo while working within the building.

H.17 PERSONNEL QUALIFICATIONS

H.17.1 GSAR 552.237-71 QUALIFICATIONS OF EMPLOYEES (MAY 1989)

(a) The contracting officer or a designated representative may require the Contractor to remove any employee(s) from GSA controlled buildings or other real property should it be determined that the individual(s) is either unsuitable for security reasons or otherwise unfit to work on GSA controlled property.

(b) The Contractor shall fill out and cause each of its employees performing work on the contract work to fill out, for submission to the Government, such forms as may be necessary for security or other reasons. These forms shall be completed electronically unless that would create a hardship for the individual. Upon request of the Contracting Officer, the Contractor and its employees shall be fingerprinted.

(c) Each employee of the Contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151, or, who presents other evidence from the Immigration and Naturalization Service that employment will not affect his immigration status.

H.17.2 Onsite Supervisors

The term "onsite supervisor" means a person designated in writing by the Contractor who has authority to act for the Contractor on a day-to-day basis at the work site. In order to be able to react instantaneously to emergency situations, the Contractor must provide for instant communication between the GSA office and the onsite supervisors during normal operation time (e.g., two-way radios, pagers).

The Contractor must designate a minimum of one individual during each shift (when multiple shifts are required) who shall have operational authority on the job site (while work is being performed). These individuals may be classed as working supervisor if so desired by the Contractor and may perform the functions of mechanic and supervisor concurrently.

H.17.3 Qualifications of Project Manager and Onsite Supervisory Personnel

The project manager is a person, designated in writing by the Contractor, who has complete authority to act for the Contractor in every detail during the term of the contract. The Project Manager must have the authority to accept notices of deductions, inspection reports and all other correspondence on behalf of the Contractor. The Project Manager's physical location and availability must be satisfactory to the COR Officer or Representative. The Project Manager must possess at a minimum at least 5 years of recent (within the past 7 years) experience in the management and supervision of building mechanical maintenance operations for buildings of the approximate size and characteristics of the buildings to be covered by this contract. A detailed resume containing the information specified in this document must be submitted to the COR for approval prior to the assignment of the project manager to the contract. Both new and replacement project manager's must meet these qualification standards. Minimally the resume must contain:

- (1) The full name of the proposed project manager.
- (2) A detailed description of the previous 7 years' employment history of the proposed project manager.
- (3) The names and addresses of the companies for whom the proposed project manager worked for the past 7 years, along with the names and telephone numbers of the immediate supervisors.

The onsite supervisor is a person, designated in writing by the Contractor, who has complete authority to act for the Contractor on a day-to-day basis at the work site. The onsite supervisor must have the authority to direct the workforce and the work to be accomplished under this contract on behalf of the Contractor. The onsite supervisor's physical location must be at the work site. When multiple shifts are required, the Contractor must designate a minimum of one onsite supervisor for each shift.

The onsite supervisor must also possess at least 5 years of recent (within the past 7 years) experience in directing operation and maintenance of equipment in a supervisory capacity for equipment of the approximate size, complexity, and other characteristics of the equipment to be operated and maintained under this contract. A detailed resume containing the information specified in this document must be submitted to the COR for approval prior to the assignment of any supervisor to the contract. Both new and replacement onsite supervisors must meet these qualification standards. Minimally the resume must contain:

- (1) The full name of the proposed supervisor.
- (2) A detailed description of the previous 7 years' employment history of the proposed supervisor.
- (3) The names and addresses of the companies for whom the proposed supervisor worked for the past 7 years, along with the names and telephone numbers of the immediate supervisors.

H.17.4 Qualifications of Technicians

All personnel engaged in the work to be accomplished under this contract, except for general maintenance workers and laborers, must possess at least 5 years of recent (within the past 7 years) experience in the operation and maintenance of equipment and systems comparable in complexity to systems covered by

this contract. All personnel must possess all certifications and licenses required by State and local jurisdictions.

H.17.4.1 Qualifications of Fire Alarm System Technicians

All fire alarm system technicians must be certified by the National Institute for Certification in Engineering Technologies (NICET). Fire alarm systems technicians performing contract work must meet the service personnel qualification requirements in the current edition of NFPA 72 and also hold at least a NICET Level 2 (Associate Engineering Technician) in Fire Protection Engineering Technology, Fire Alarm Systems. Additionally, technician must have experience in the past 5 years in fire alarm system testing, repair, maintenance, installation, and related activities for buildings and equipment comparable to the buildings and equipment covered by this contract.

Technicians modifying the fire alarm control panel of systems must be factory trained and currently certified for the operating system, including software version, of the particular fire alarm system and must provide documentation of this certification to the COR.

The Contractor and sub-contractor personnel engaged in the activities specified by this contract shall also be required to possess certificates of training, licenses, and permits as required by the State, county, parish, city, and other local jurisdictions.

The Contractor must provide to the COR documentation of the certificates of training, licenses, and permits for all new employees not later than 7 days prior to that person beginning work under the terms of this contract. The Contractor must ensure that all certificates of training, licenses, permits, and bonds are current and valid. All offers must include documentation and proof of the above certifications and qualifications for each employee.

H.17.4.2 Qualifications of Water-Based Fire Suppression System Technicians

All sprinkler system technicians must be certified by the National Institute for Certification in Engineering Technologies (NICET). All technicians performing services for the inspection, testing, and maintenance of the building's water-based fire protection systems in accordance with the contract must hold at least a NICET Level 2 (Associate Engineering Technician) in Fire Protection Engineering Technology, Inspection, and Testing of Water-Based Systems. Additionally, the technician must have experience in the past 5 years in inspecting, testing, and maintaining of water-based fire protection systems.

The Contractor and sub-contractor personnel engaged in the activities specified by this contract shall also be required to possess certificates of training, licenses, and permits as required by the State, county, parish, city, and other local jurisdictions.

The Contractor must provide to the COR documentation of the certificates of training, licenses, and permits for all new employees not later than 7 days prior to that person beginning work under the terms of this contract. The Contractor must ensure that all certificates of training, licenses, permits, and bonds are current and valid. All offers must include documentation and proof of the above certifications and qualifications for each employee.

H.17.4.3 Qualifications of Dry Chemical and Wet Chemical Technicians

Technicians performing contract work involving the inspection, testing, and maintenance of dry chemical or wet chemical fire protection systems must meet the qualification requirements of the current editions of NFPA 17 and NFPA 17A, respectively, and also possess current certification by the respective chemical fire protection system manufacturers verifying competence to work on these systems. Additionally, technicians must have at least 3 years of experience (in the past 5 years) in the chemical fire protection system testing, repair, maintenance, installation, and related activities of buildings and equipment comparable to the buildings and equipment covered by this contract.

The Contractor and sub-contractor personnel engaged in the activities specified by this contract shall also be required to possess certificates of training, licenses, and permits as required by the State, county, parish, city, and other local jurisdictions.

The Contractor must provide to the COR documentation of the certificates of training, licenses, and permits for all new employees not later than 7 days prior to that person beginning work under the terms of this contract. The Contractor must ensure that all certificates of training, licenses, permits, and bonds are current and valid. All offers must include documentation and proof of the above certifications and qualifications for each employee.

H.17.4.4 Qualifications of Portable Fire Extinguisher Technicians

Technicians performing contract work involving the inspection, testing, and maintenance of portable fire extinguishers must meet the qualification requirements of the current edition of NFPA 10 and also possess current training certification by the respective portable fire extinguisher manufacturers verifying competence to work on these units. Technicians must have the appropriate service manuals, the proper types of tools, recharge materials, lubricants, and manufacturer's recommended replacement parts or parts specifically listed for use in each fire extinguisher. Additionally, technicians must have at least 3 years of experience (in the past 5 years) in the portable fire extinguisher testing, repair, maintenance, installation, and related activities of buildings and equipment comparable to the buildings and equipment covered by this contract. These requirements do not apply to persons performing monthly inspections to determine if the unit is in place, charged, and ready for use, if the person has been trained to do so by a competent fire protection technician, maintains the required records, and has a means to promptly request service from a portable fire extinguisher maintenance and service technician for any deficiencies found.

The Contractor and sub-contractor personnel engaged in the activities specified by this contract shall also be required to possess certificates of training, licenses, and permits as required by the State, county, parish, city, and other local jurisdictions.

The Contractor must provide to the COR documentation of the certificates of training, licenses, and permits for all new employees not later than 7 days prior to that person beginning work under the terms of this contract. The Contractor must ensure that all certificates of training, licenses, permits, and bonds are current and valid. All offers must include documentation and proof of the above certifications and qualifications for each employee.

H.17.4.5 Qualifications of Smoke Control and Smoke Management Technicians

Technicians performing contract work involving the inspection, testing, and maintenance of smoke control and smoke management systems must provide a training certification for inspecting, testing, and maintaining these components from the manufacturer or a nationally recognized trade training organization. Additionally, the technicians must have at least 3 years experience (in the past 5 years) in the inspection, testing, and maintenance of smoke control and smoke management systems.

The Contractor and sub-contractor personnel engaged in the activities specified by this contract shall also be required to possess certificates of training, licenses, and permits as required by the State, county, parish, city, and other local jurisdictions.

The Contractor must provide to the COR documentation of the certificates of training, licenses, and permits for all new employees not later than 7 days prior to that person beginning work under the terms of this contract. The Contractor must ensure that all certificates of training, licenses, permits, and bonds are current and valid. All offers must include documentation and proof of the above certifications and qualifications for each employee.

H.17.4.6 Qualifications of BAS Technicians

All personnel involved in the operation, adjustment and maintenance of all BAS systems including energy management systems must be trained and qualified. The Contractor must provide to the COR or designee

documentation of the level of experience, including any certificates of training, for all employees who will be involved in this function.

H.17.4.7 Qualifications for Means of Egress Testing and Inspection Technicians

Technicians performing contract work involving the inspection, testing, and maintenance of egress door assemblies must meet the qualification requirements of the current editions of NFPA 101 and NFPA 80, and also possess current certification by the respective door and hardware manufacturers or an industry training organization verifying competence to work on these systems. Additionally, technicians must have at least 3 years of experience (in the past 5 years) in the egress door assemblies testing, repair, maintenance, installation, and related activities of buildings and equipment comparable to the buildings and equipment covered by this contract.

The contractor and sub-contractor personnel engaged in the activities specified by this contract shall also be required to possess certificates of training, licenses, and permits as required by the State, county, parish, city, and other local jurisdictions.

The contractor must provide to the COR documentation of the certificates of training, licenses, and permits for all new employees not later than 7 days prior to that person beginning work under the terms of this contract. The contractor must ensure that all certificates of training, licenses, permits, and bonds are current and valid. All offers must include documentation and proof of the above certifications and qualifications for each employee.

H.17.5 Submission of Resumes for New Employees

The Contractor must submit to the COR the resumes of all personnel prior to such personnel before they begin work during the performance periods of the contract. The COR may deny permission to employ personnel if qualifications indicate a material degradation from the skill levels indicated in the Contractor's proposal for the contract, or if skills or reliability concerns are such that the COR believes the protection of building equipment may be jeopardized.

H.17.6 State Licensing

All personnel must be licensed and certified, or become licensed and certified within 90 calendar days of beginning employment, to perform work within their normal duties, where such licensing is required by the State for non-Federal locations. Contractor personnel must also conform to all other licensing and certification requirements as described elsewhere in this document or in the Public Buildings Service Operations and Maintenance Standards Draft.

H.17.7 Compliance with Federal, State, and Local Codes

The Contractor must comply with all applicable Federal, State and local laws, regulations and codes. The Contractor is responsible for determining which requirements are applicable, and complying appropriately; the Contractor may ask advice of the CO or COR in this regard. GSA also has a policy of voluntary conformity to certain State and local code requirements even when permission or approvals from local regulators are not required; the Contractor must ask the advice of the CO or COR when such issues arise.

H.18. GOVERNMENT-FURNISHED MATERIALS

The following items are furnished by the Government:

1. Electrical power at existing outlets for the Contractor to operate equipment that is necessary in the conduct of its work.
2. Hot and cold water as necessary, limited to the normal supply provided in the building. No special heating or cooling of the water will be provided.
3. Space in the building, including locker rooms, if available. Any existing equipment within GSA space, such as lockers, tables, benches, chairs, etc., placed within the building by the Government may be

used by the Contractor during the term of the contract provided authorization is received from the COR. This space and equipment must be kept neat and clean and returned to the Government at the expiration of the contract in reasonably the same condition as at the time of entering into the contract.

4. Space in the building for the storage of an inventory of supplies and equipment that will be used in the performance of work under the contract. The Contractor must maintain this space in a clean, neat, and orderly condition. Under no circumstances may the Contractor store flammable or explosive liquids (naphtha, gasoline, etc.) in the building. The Government will not be responsible in any way for damage or loss to the Contractor's stored supplies, materials, replacement parts, or equipment.

5. Space in the building, when available, and furniture and furnishings for a supervisor's office to be used for official business only in the performance of this contract.

6. Government property shall remain the property of the Government in all respects. Within **10 work days** upon request of the CO or his/her designated representative, the Contractor shall render an accounting of all Government property. An accounting shall also be submitted to the COR at the termination or expiration of the contract period of performance.

7. The Contractor shall take all reasonable precautions, as directed by the Government, or in the absence of such direction, in accordance with sound industrial practices, to safeguard and protect Government property.

8. Government property shall be used only in direct operations of providing contract services and shall not be used in any manner for any personal advantage, business gain, or other personal endeavor by the Contractor or the Contractor's employees.

H.19. CONTRACTOR-FURNISHED MATERIALS

The Contractor must provide all labor, services, supplies, material, and equipment necessary to efficiently and effectively perform the requirements of this contract, except as explicitly stated within this document.

1. The Contractor must provide at his or her expense an onsite computer with broadband Internet service or a fax machine and services with receiving and sending capability in order to receive service requests via fax.

2. Parts installed on the equipment covered by this specification, shall be new and genuine parts supplied by, or certified by the Contractor as equivalent to, the original equipment manufacturer, or its successor. The Contractor shall maintain a stock of applicable replacement parts to reduce to a minimum the interruption of building operations. When replacing existing equipment and/or parts or installing new equipment and/or parts, the Contractor shall install energy efficient equipment and/or parts to the maximum extent possible.

3. The Contractor shall supply a communication system(s), as approved by the COR, to enable the Government to communicate with the Contractor on a 24 hours a day, 7 days a week basis.

4. The Contractor shall provide approved metal waste container(s) for flammable and combustible waste associated with the performance of this contract. Flammable and combustible waste shall be removed from the premises daily. The Contractor shall provide approved metal storage cabinets for flammable materials associated with the performance of this contract. Storage of flammable and combustible liquids shall be limited as much as possible and shall conform to the latest edition of **NFPA 30, Flammable and Combustible Liquids Code**.

5. Supplies and/or products to be used under this contract must contain recycled materials, "environmentally preferable" products, and biobased products to the **maximum extent feasible**. This includes any chemicals that use ecologically sound packaging, are phosphate-free, non-corrosive, non-combustible, non-poisonous, non-reactive, non-carcinogenic, non-aerosol, contain no mutagens, are not ozone depleting, are bio-based and fully biodegradable. Preference will be given to products meeting

Green Seal's Standards. Visit the website at: <http://www.greenseal.org> for more information. The list of Comprehensive Procurement Guideline (CPG) items and their associated Recovered Materials Advisory Notices (RMANs) are available at <http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm>. Information on CPG items can be found at: <http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm>. Products designated as bio-based must be included on the United States Department of Agriculture (USDA) Bio-based Products List (www.biobased.ocs.usda.gov). The COR will accept supplies and/or products conforming to these requirements. Refer to Paragraph C.1. for Energy Policy act requirements.

H.20. ADDITIONAL SERVICES [INDEFINITE QUANTITY PROVISIONS]

H.20.1 General

The CO or COR may order additional services at his or her discretion. Additional services may include any services related to O&M and repairs, systems upgrades, system operation, or tenant services within covered facilities but not covered within basic services (i.e., not already a requirement of the contract).

H.20.2 Price Proposal for Additional Services Work

At the request of the CO or COR, the Contractor must provide a price proposal to accomplish an additional services job within 48 hours of the request. The price proposal must follow the pricing guidelines described in this document. Price proposals for additional services become firm fixed price on acceptance and order by the Government. Although price negotiation and determination of price reasonableness is made on the basis of labor, materials and subcontract costs following the pricing guidelines described in this document, the price accepted is not adjusted after completion of work to actual man-hours or actual materials cost.

H.20.3 Pricing

The Contractor's price proposal for an Additional Services job must follow the guidelines described below.

H.20.4 Parts and Materials

If parts or materials are required for a project, the Government may provide the parts or materials, or the Contractor may be asked to provide the parts and materials. Parts and materials must be priced at estimated actual cost marked up by the standard coefficient in the price schedule if stated. The CO or COR may accept a different markup rate for parts and materials if the Contractor can demonstrate unusual costs or difficulties in obtaining the parts or materials.

Price proposals must use the labor rates established in the price schedule, unless work is subcontracted. The labor categories in the price schedule correlate with the categories in the Service Contract Act Directory of Occupations. The rate will be determined by the nature of the work, not the usual job classification of the individuals performing the work.

H.20.5 Subcontracts

If work is to be subcontracted, the subcontracted part of the work is to be priced at actual cost to the Contractor, marked up by the standard coefficient in the price schedule.

H.20.6 Cost Documentation

If the Contractor provides the parts and materials, or if work is subcontracted, the Contractor must furnish or request copies of invoices, vendor quotes, or receipts, either with the Contractor's proposal or as substantiating documentation with the Contractor's invoice after completion of work.

H.20.7 Competitive Bids

If a single part or component, or a single type (line item) of parts, components, or materials for a project is anticipated to equal or exceed **\$2,000**, the CO or COR may require that the Contractor obtain three bids from suppliers and include documentation of these bids with his proposal. If subcontract work is

anticipated to cost more than **\$2,000**, the CO or COR may require that the Contractor obtain three bids from potential subcontractors and include documentation of these bids with his proposal.

H.20.8 Method of Ordering and Invoicing

The CO or a COR may order work priced at less than **\$2,000** orally. The CO or a COR shall issue a Task Order (GSA Form 300) for work costing **\$2,000** or more.

H.21. AWARD FEE N/A**H.22. CONTRACTOR PANDEMIC PLAN**

As required by the National Strategy for Pandemic Influenza Preparedness, the Government has prepared a plan to safeguard employees and provide for continued operations in the event of an influenza pandemic. The Contractor must also prepare a plan that outlines the steps he or she will take to prevent and reduce the spread of an influenza pandemic and to mitigate potential effects on the services provided in this document. Given the unpredictable length and severity of a pandemic, the Contractor's plan must link their planned actions to the periods and phases established by the World Health Organization for a pandemic cycle. For information on the phases of a pandemic cycle see http://www.who.int/csr/disease/avian_influenza/phase/en/. The plan must be submitted to the COR within 30 calendar days of the start of the contract.

I. CONTRACT CLAUSES

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998) IBR

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. The clauses incorporated by reference have **IBR**, and the clauses incorporated in full text have **FULL TEXT**, after the title of the of the clause. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at www.acquisition.gov/far

CATE	CLAUSE	REFERENCE	TITLE
GENERAL			
	1.1	FAR 52.202-1	DEFINITIONS - IBR
	1.2	FAR 52.204-7	CENTRAL CONTRACTOR REGISTRATION (CCR) - IBR
	1.3	GSAR 552.203-71	RESTRICTION ON ADVERTISING FULL TEXT
	1.4	FAR 52.233-3	PROTEST AFTER AWARD- IBR
	1.5	GSAR 552.252-6	AUTHORIZED DEVIATIONS OR VARIATIONS IN CLAUSES (DEVIATIONS FAR 52.252-6) FULL TEXT
	1.6	FAR 52.253-1	COMPUTER GENERATED FORMS- IBR
	1.7		RESTRICTION ON ADVERTISING, MARKETING, AND CONTRACT SITE ACCES FULL TEXT
	1.8	FAR 52.222-41	SERVICE CONTRACT ACT- IBR
	1.9	FAR 52.222-42	STATEMENT OF EQUIVALENT RATES OF FEDERAL PAY FULL TEXT

BID GUARANTEE AND BONDS

2.1	RESERVED	RESERVED
2.2	FAR 52.228-2	ADDITIONAL BOND SECURITY- IBR
2.3	FAR 52.228-11	PLEDGE OF ASSETS- IBR
2.4	RESERVED	RESERVED
2.5	FAR 52.228-16	PERFORMANCE AND PAYMENT BONDS (ALT. I) FULL TEXT

STANDARDS OF CONDUCT

3.1	FAR 52.203-3	GRATUITIES- IBR
3.2	FAR 52.203-5	COVENANT AGAINST CONTINGENT FEES- IBR
3.3	FAR 52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT- IBR
3.4	FAR 52.203-7	ANTI-KICKBACK PROCEDURES- IBR
3.5	FAR 52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY- IBR
3.6	FAR 52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY- IBR
3.7	FAR 52.203-12	LIMITATIONS ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS- IBR
3.8	RESERVED	RESERVED
3.9	FAR 52.203-14	DISPLAY OF HOTLINE POSTER(S) - IBR
3.10	FAR 52.203-16	PREVENTING PERSONAL CONFLICTS OF INTEREST - IBR
3.11	FAR 52.209-9	UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS FULL TEXT

INSURANCE

4.1	FAR 52.228-5	INSURANCE-WORK ON A GOVERNMENT INSTALLATION- IBR
4.2	GSAR 552.228-5	GOVERNMENT AS ADDITIONAL INSURED FULL TEXT
4.3	FAR 52.246-25	LIMITATION OF LIABILITY-SERVICES- IBR

BUY AMERICAN ACT AND TRADE AGREEMENTS

5.1	FAR 52.225-1	BUY AMERICAN ACT – PROGRAM –SUPPLIES- IBR
5.2	FAR 52.225-3	BUY AMERICAN ACT- FREE TRADE

AGREEMENTS—ISRAELI TRADE ACT- **IBR**

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| 5.3 | FAR 52.225-13 | RESTRICTIONS ON CERTAIN FOREIGN PURCHASES- IBR |
| 5.4 | FAR 52.233-4 | APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM- IBR |

ENVIRONMENTAL PROTECTION

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|------|---------------|---|
| 6.1 | FAR 52.204-4 | PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER (MAY 2011) - IBR |
| 6.2 | FAR 52.223-2 | AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS- IBR |
| 6.3 | FAR 52.223-3 | HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (ALTERNATE 1) - IBR |
| 6.4 | RESERVED | RESERVED |
| 6.5 | FAR 52.223-5 | POLLUTION PREVENTION AND RIGHT-TO KNOW INFORMATION (MAY 2011- IBR |
| 6.6 | FAR 52.223-6 | DRUG-FREE WORKPLACE- IBR |
| 6.7 | FAR 52.223-9 | ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA DESIGNATED PRODUCTS FULL TEXT |
| 6.8 | FAR.52.223-10 | WASTE REDUCTION PROGRAM (MAY 2011) - IBR |
| 6.9 | FAR 52.223-12 | REFRIGERATION EQUIPMENT AND AIR CONDITIONERS- IBR |
| 6.10 | FAR 52.223-15 | ENERGY EFFICIENCY IN ENERGY-CONSUMING PRODUCTS- IBR |
| 6.11 | FAR 52.223-16 | IEEE 1680 STANDARD FOR THE ENVIRONMENTAL ASSESSMENT OF PERSONAL COMPUTER PRODUCTS- IBR |
| 6.12 | FAR 52.223-17 | AFFIRMATIVE PROCUREMENT OF EPA-DESIGNATED ITEMS IN SERVICE AND CONSTRUCTION CONTRACTS- IBR |
| 6.13 | FAR 52.223-18 | ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING- IBR |

EMPLOYMENT PRACTICES AND LABOR STANDARDS

7.1	FAR 52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES- IBR
7.2	FAR 52.222-3	CONVICT LABOR- IBR
7.3	FAR 52.222-4	CONTRACT WORK HOURS AND SAFETY STANDARDS ACT-OVERTIME COMPENSATION- IBR
7.4	FAR 52.222-21	PROHIBITION OF SEGREGATED FACILITIES- IBR
7.5	FAR 52.222-26	EQUAL OPPORTUNITY- IBR
7.6	FAR 52.222-35	EQUAL OPPORTUNITY FOR VETERANS- IBR
7.7	FAR 52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES- IBR
7.8	FAR 52.222-37	EMPLOYMENT REPORTS ON VETERANS- IBR
7.9	FAR 52.222-40	NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT- IBR
7.10	FAR 52.222-43	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) - IBR
7.11	FAR 52.222-50	COMBATING TRAFFICKING IN PERSONS- IBR

SUBCONTRACTING

8.1	FAR 52.209-6	PROTECTING THE GOVERNMENTS INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT- IBR
8.2	FAR 52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS - IBR
8.3	FAR 52.219-9	SMALL BUSINESS SUBCONTRACTING PLAN- IBR
8.4	FAR 52.219-14	LIMITATIONS ON SUBCONTRACTING- IBR
8.5	FAR 52.219-16	LIQUIDATED DAMAGES—SUBCONTRACTING - IBR
8.6	FAR 52.244-5	COMPETITION IN SUBCONTRACTING- IBR
8.7	FAR 52.244-6	SUBCONTRACTING FOR COMMERCIAL ITEMS- IBR

TAXES

9.1	FAR 52.229-3	FEDERAL, STATE, AND LOCAL TAXES- IBR
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PERFORMANCE

10.1	FAR 52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION- IBR
10.2	GSAR 552.237-71	QUALIFICATIONS OF EMPLOYEES FULL TEXT
10.3	FAR 52.236-13	ACCIDENT PREVENTION (ALT I) - IBR

PAYMENT

11.1	GSR 552.232-1	PAYMENTS (DEVIATION) FULL TEXT
11.2	FAR 52.232-8	DISCOUNTS FOR PROMPT PAYMENT- IBR
11.3	FAR 52.232-9	LIMITATION ON WITHHOLDING OF PAYMENTS- IBR
11.4	FAR 52.232-11	EXTRAS- IBR
11.5	FAR 52.232-17	INTEREST- IBR
11.6	FAR 52.232-23	ASSIGNMENT OF CLAIMS- IBR
11.7	FAR 52.232-25	PROMPT PAYMENT- IBR
11.8	FAR 52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER-CENTRAL CONTRACTOR REGISTRATION- IBR
11.9	GSAR 552.232-72	FINAL PAYMENT UNDER BUILDING SERVICES CONTRACTS FULL TEXT

AUDITS AND COST AND PRICING DATA

12.1	FAR 52.215-2	AUDIT AND RECORDS—NEGOTIATION- IBR
12.2	FAR 52.215-10	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA - IBR
12.3	FAR 52.215-12	SUBCONTRACTOR COST OR PRICING DATA- IBR
12.4	FAR 52.215-15	PENSION ADJUSTMENTS AND ASSET REVERSIONS- IBR

12.5	FAR 52.215-17	WAIVER OF FACILITIES CAPITAL COST OF MONEY- IBR
12.6	FAR 52.215-18	REVERSION OR ADJUSTMENT OF PLANS FOR POST RETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS - IBR
12.7	FAR 52.215-19	NOTIFICATION OF OWNERSHIP CHANGES- IBR
12.8	FAR 52.215-21	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (MODIFICATIONS) - IBR
12.9	GSAR 552.215-70	EXAMINATION OF RECORDS BY GSA FULL TEXT

ADJUSTMENTS

13.1	FAR 52.243-1	CHANGES—FIXED-PRICE (ALT I & II) - IBR
13.2	FAR 52.217-8	OPTION TO EXTEND SERVICES- IBR
13.3	FAR 52.248-1	VALUE ENGINEERING- IBR
13.4	FAR 52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT FULL TEXT

DISPUTES

14.1	FAR 52.233-1	DISPUTES (ALT I) - IBR
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PATENTS, DATA AND COPYRIGHTS

15.1	FAR 52.227-1	AUTHORIZATION AND CONSENT- IBR
15.2	FAR 52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT- IBR
15.3	FAR 52.227-3	PATENT INDEMNITY- IBR

TERMINATION

16.1	FAR 52.249-2	TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT- IBR
16.2	FAR 52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE) - IBR

COST ACCOUNTING STANDARDS

17.1	FAR 52.230-2	COST ACCOUNTING STANDARDS- IBR
17.2	FAR 52.230-3	DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES- IBR
17.3	FAR 52.230-6	ADMINISTRATION OF COST ACCOUNTING STANDARDS- IBR

OTHER

18.1	FAR 52.242-13	BANKRUPTCY- IBR
18.2	FAR 52.215-8	ORDER OF PRECEDENCE- IBR
18.3	FAR 52.219-28	POST AWARD SMALL BUSINESS REPRESENTATION- IBR
18.4	FAR 52.204-9	CONTRACTOR PERSONAL IDENTITY VERIFICATION - IBR
18.5	FAR 52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRT-TIER SUBCONTRACT AWARDS (FEB 2012) - IBR

DOCUMENT SECURITEY

19.1	DOCUMENT SECURITY FOR SENSITIVE BUT UNCLASSIFIED BUILDING INFORMATION FULL TEXT
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GENERAL**1.3. GSAR 552.203-71 RESTRICTION ON ADVERTISING (SEP 1999)**

The Contractor shall not refer to this contract in commercial advertising or similar promotion in such a manner as to state or imply that the product or service provided is endorsed or preferred by the White House, the Executive Office of the President, or any other element of the Federal Government, or is considered by these entities to be superior to other products or services. Any advertisement by the contractor, including price-off coupons, that refers to a military resale activity shall contain the following statement: "This advertisement is neither paid for nor sponsored, in whole or in part, by any element of the United States Government."

1.5. GSAR 552.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (DEVIATION FAR 52.252-6) (SEP 1999)**(a) Deviations to FAR clauses.**

This solicitation or contract indicates any authorized deviation to a Federal Acquisition Regulation (48 CFR Chapter 1) clause by the addition of "(DEVIATION)" after the date of the clause, if the clause is not published in the General Services Administration Acquisition Regulation (48 CFR Chapter 5).

This solicitation indicates any authorized deviation to a Federal Acquisition Regulation (FAR) clause that is published in the General Services Administration Acquisition Regulation by the addition of "(DEVIATION (FAR clause no.))" after the date of the clause.

(b) Deviations to GSAR clauses. This solicitation indicates any authorized deviation to a General Services Administration Acquisition Regulation clause by the addition of "(DEVIATION)" after the date of the clause.**(c) "Substantially the same as" clauses.** Changes in wording of clauses prescribed for use on a "substantially the same as" basis are not considered deviations.**1.7. RESTRICTION ON ADVERTISING, MARKETING, AND CONTRACT SITE ACCESS**

In accordance with GSAR 552.203-71, Restriction on Advertising, the contractor is precluded from referring to GSA contracts in commercial advertising in a manner that states or implies the Government approves or endorses the product or service or considers it superior to other products or services. The contractor may not disseminate or advertise any information concerning this project/contract without prior written approval of the Contracting Officer. The contractor may not photograph the project site other than as required by the contract or as directed by the Contracting Officer. Access to Federally controlled space is governed by stringent security requirements. The contractor is prohibited from bringing individuals to the project/contract site for the purpose of marketing, self promotion, media tours, and any other event or activity without the express written consent of the Contracting Officer. All media inquiries should be directed to the Contracting Officer. Any request for access to the project/contract site, other than to perform work related to the contract, shall be made in writing to the Contracting Officer.

1.9 FAR 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (20 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only: It is Not a Wage Determination

EMPLOYEE CLASS	MONETARY WAGE
Mech (02) WG-10/02	\$33.78

FRINGE BENEFITS AS A PERCENTAGE OF HOURLY MONETARY RATE:

Retirement	20.4%
Health & Life Insurance	3.7%
Workmen's Compensation	1.9%

SICK LEAVE PROVIDED BY LAW: 13 days of paid sick leave per year.

PAID HOLIDAYS PROVIDED BY LAW: 10

New Years Day	Independence Day
M.L. King Day	Thanksgiving Day
Labor Day	Christmas Day
Presidents Day	Columbus Day
Memorial Day	Veterans Day

VACATIONS OR PAID LEAVE AS PROVIDED BY LAW:

- (1) Two hours of annual leave each week for an employee with less than three years of service.
- (2) Three hours of annual leave each week for an employee with three but not less than 15 years of service.
- (3) Four hours of annual leave each week for an employee with 15 or more years of service.

BID BONDS**2.5. FAR 52.228-16 PERFORMANCE AND PAYMENT BONDS--OTHER THAN CONSTRUCTION (ALTERNATE I) (NOV 2006)**

(a) **Definitions.** As used in this clause—

“Original contract price” means the award price of the contract or, for requirements contracts, the price payable for the estimated quantity; or, for indefinite-quantity contracts, the price payable for the specified minimum quantity. Original contract price does not include the price of any options, except those options exercised at the time of contract award.

(b) The Contractor shall furnish a performance bond ([Standard Form 1418](#)) for the protection of the Government in an amount equal to 20% percent of the original contract price.

(c) The Contractor shall furnish all executed bonds, including any necessary reinsurance agreements, to the Contracting Officer, within 10 days, but in any event, before starting work.

(d) The Government may require additional performance bond protection if the contract price is increased. The Government may secure the additional protection by directing the Contractor to increase the penal amount of the existing bond or to obtain an additional bond.

(e) The bonds shall be in the form of firm commitment, supported by corporate sureties whose names appear on the list contained in Treasury Department Circular 570, individual sureties, or by other acceptable security such as postal money order, certified check, cashier's check, irrevocable letter of credit, or, in accordance with Treasury Department regulations, certain bonds or notes of the United States. Treasury Circular 570 is published in the **Federal Register**, or may be obtained from the:

U.S. Department of the Treasury
 Financial Management Service
 Surety Bond Branch
 3700 East West Highway, Room 6F01
 Hyattsville, MD 20782.
 Or via the internet at <http://www.fms.treas.gov/c570/>.

STANDARDS OF CONDUCT**3.11. FAR 52.209-9 UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS (JAN 2012)**

(a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the Central Contractor Registration database at <http://www.ccr.gov>.

(b) As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIS on or after April 15, 2011, except past performance reviews, will be publicly available. FAPIS consists of two segments—

(1) The non-public segment, into which Government officials and the Contractor post information, which can only be viewed by—

(i) Government personnel and authorized users performing business on behalf of the Government; or

(ii) The Contractor, when viewing data on itself; and

(2) The publicly-available segment, to which all data in the non-public segment of FAPIS is automatically transferred after a waiting period of 14 calendar days, except for—

(i) Past performance reviews required by subpart [42.15](#);

(ii) Information that was entered prior to April 15, 2011; or

(iii) Information that is withdrawn during the 14-calendar-day waiting period by the Government official who posted it in accordance with paragraph (c)(1) of this clause.

(c) The Contractor will receive notification when the Government posts new information to the Contractor's record.

(1) If the Contractor asserts in writing within 7 calendar days, to the Government official who posted the information, that some of the information posted to the non-public segment of FAPIS is covered by a disclosure exemption under the Freedom of Information Act, the Government official who posted the information must within 7 calendar days remove the posting from FAPIS and resolve the issue in accordance with agency Freedom of Information procedures, prior to reposting the releasable information. The contractor must cite [52.209-9](#) and request removal within 7 calendar days of the posting to FAPIS.

(2) The Contractor will also have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, *i.e.*, for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.

(3) As required by section 3010 of Pub. L. 111-212, all information posted in FAPIS on or after April 15, 2011, except past performance reviews, will be publicly available.

(d) Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

INSURANCE**4.2. GSAR 552.228-5 GOVERNMENT AS ADDITIONAL INSURED (MAY 2009)**

(a) This clause supplements the requirements set forth in FAR clause 52.528-5, Insurance—Work on a Government Installation.

(b) Each insurance policy required under this contract, other than workers' compensation insurance, shall contain an endorsement naming the United States as an additional insured with respect to operations performed under this contract. The insurance carrier is required to waive all subrogation rights against any of the named insured.

ENVIRONMENTAL PROTECTION**6.7. FAR 52.223-9 ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA-****DESIGNATED PRODUCTS (MAY 2008)**

(a) **Definitions.** As used in this clause—

“Postconsumer material” means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item.

Postconsumer material is a part of the broader category of “recovered material.”

“Recovered material” means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(b) The Contractor, on completion of this contract, shall—

(1) Estimate the percentage of the total recovered material content for EPA-designated item(s) delivered and/or used in contract performance, including, if applicable, the percentage of post-consumer material content; and

(2) Submit this estimate to the Contracting Officer’s Representative.

PERFORMANCE**10.2. GSAR 552.237-71 QUALIFICATIONS OF EMPLOYEES (MAY 1989)**

(a) The Contracting Officer or a designated representative may require the Contractor to remove any employee(s) from GSA controlled buildings or other real property should it be determined that the individual(s) is either unsuitable for security reasons or otherwise unfit to work on GSA controlled property.

(b) The Contractor shall fill out and cause each of its employees performing on the contract work to fill out, for submission to the Government, such forms as may be necessary for security or other reasons. Upon request of the Contracting Officer, the Contractor and its employees shall be fingerprinted.

(c) Each employee of the contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151, or, who presents other evidence from the Immigration and Naturalization Service that employment will not affect his immigration status.

PAYMENT**11.1. GSAR 552.232-1 PAYMENTS (NOV 2009) (DEVIATION FAR 52.232-1)**

(a) The Government shall pay the Contractor, without submission of invoices or vouchers, 30 days after the service period, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract.

(b) Unless otherwise specified in this contract, the Government will make payment on partial deliveries accepted by the Government if either:

(1) The amount due on the deliveries warrants it.

(2) The Contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.

(c) When processing payment, GSA’s Finance Office will automatically generate the 12 digit invoice number using the PDN assigned to the contract, followed by an abbreviated month and year of service (e.g., 84261554JUN7, for June 2007). The PDN appears on the contract award document.

11.9. GSAR 552.232-72 FINAL PAYMENT UNDER BUILDING SERVICES CONTRACTS (NOV 2009)

Before final payment is made, the Contractor shall furnish the Contracting Officer with a release of all claims against the Government relating to this contract, other than claims in stated amounts that are specifically excepted by the Contractor from the release. If the Contractor’s claim to amounts payable

under the contract has been assigned under the Assignment of Claims Act of 1940, as amended (31 U.S.C. 3727, 41 U.S.C. 15), a release may also be required of the assignee.

AUDITS/COST & PRICING DATA

12.9. GSAR 552.215-70 EXAMINATION OF RECORDS BY GSA (FEB 1996)

The Contractor agrees that the Administrator of General Services or any of his duly authorized representatives shall, until the expiration of 3 years after final payment under this contract, or of the time periods for the particular records specified in Subpart 4.7 of the Federal Acquisition Regulation (48 CFR 4.7), whichever expires earlier, have access to and the right to examine any books, documents, papers, and records of the Contractor involving transactions related to this contract or compliance with any clauses thereunder. The Contractor further agrees to include in all his subcontracts hereunder a provision to the effect that the subcontractor agrees that the Administrator of General Services or any authorized representatives shall, until the expiration of 3 years after final payment under the subcontract, or of the time periods for the particular records specified in Subpart 4.7 of the Federal Acquisition Regulation (48 CFR 4.7), whichever expires earlier, have access to and the right to examine any books, documents, papers, and records of such subcontractor, involving transactions related to the subcontract or compliance with any clauses thereunder. The term "subcontract" as used in this clause excludes (a) purchase orders not exceeding \$100,000 and (b) subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

ADJUSTMENTS

13.4. FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years and six months.

DOCUMENT SECURITY

19.1 PER GSA ORDER PBS 3490.1A – DOCUMENT SECURITY FOR SENSITIVE BUT UNCLASSIFIED BUILDING INFORMATION

Safeguarding and Dissemination of Sensitive But Unclassified (SBU) Building Information

This clause applies to all recipients of SBU building information, including offerors, bidders, awardees, contractors, subcontractors, lessors, suppliers, and manufacturers.

- (a) *Marking SBU.* Contractor-generated documents that contain building information must be reviewed by GSA to identify any SBU content, before the original or any copies are disseminated to any other parties. If SBU content is identified, the contracting officer may direct the contractor, as specified elsewhere in this contract, to imprint or affix SBU document markings to the original documents and all copies, before any dissemination.

(b) *Authorized recipients.* Building information considered SBU must be protected with access strictly controlled and limited to those individuals having a need to know such information. Those with a need to know may include Federal, State, and local government entities, and nongovernment entities engaged in the conduct of business on behalf of or with GSA. Nongovernment entities may include architects, engineers, consultants, contractors, subcontractors, suppliers, and others submitting an offer or bid to GSA or performing work under a GSA contract or subcontract. Contractors must provide SBU building information when needed for the performance of official Federal, State, and local government functions, such as for code compliance reviews and for the issuance of building permits. Public safety entities such as fire and utility departments may require access to SBU building information on a need to know basis. This clause must not prevent or encumber the dissemination of SBU building information to public safety entities.

(c) Dissemination of SBU building information:

- (1) *By electronic transmission.* Electronic transmission of SBU information outside of the GSA firewall and network must use session (or alternatively file encryption). Sessions (or files) must be encrypted with an approved NIST algorithm, such as Advanced Encryption Standard (AES) or Triple Data Encryption Standard (3DES), in accordance with Federal Information Processing Standards Publication (FIPS PUB) 140-2, Security Requirements for Cryptographic Modules. Encryption tools that meet FIPS 140-2 are referenced on the NIST web page found at the following URL: <http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm>. All encryption products used to satisfy the FIPS 140-2 requirement should have a validation certificate that can be verified at the following URL: <http://csrc.nist.gov/groups/STM/cmvp/validation.html#02>. (Not all vendors of security products that claim conformance with FIPS 140-2 have validation certificates.) Contractors must provide SBU building information only to authorized representatives of State, Federal, and local government entities and firms currently registered as “active” in the Central Contractor Registration (CCR) database at www.ccr.gov that have a need to know such information. If a subcontractor is not registered in the CCR and has a need to possess SBU building information, the subcontractor shall provide to the contractor its DUNS number or its tax ID number and a copy of its business license.
- (2) *By nonelectronic form or on portable electronic data storage devices.* Portable electronic data storage devices include but are not limited to CDs, DVDs, and USB drives. Nonelectronic forms of SBU building information include paper documents.
 - (i) By mail. Utilize only methods of shipping that provide services for monitoring receipt such as track and confirm, proof of delivery, signature confirmation, or return receipt.
 - (ii) In person. Contractors must provide SBU building information only to authorized representatives of State, Federal, and local government entities and firms currently registered as “active” in the CCR database that have a need to know such information.
- (3) *Record keeping.* Contractors must maintain a list of the State, Federal, and local government entities and the firms to which SBU is disseminated under sections (c) (1) and (c) (2) of this clause. This list must include at a minimum (1) the name of the State, Federal, or local government entity or firm to which SBU has been disseminated; (2) the name of the individual at the entity or firm who is responsible for protecting the SBU building information, with access strictly controlled and limited to those individuals having a need to know such information; (3) contact information for the named individual; and (4) a description of the SBU building information provided. Once work is completed, or for leased space with the submission of the “as built” drawings, the contractor must collect all lists maintained in accordance with this clause, including those maintained by any subcontractors and/or suppliers, and submit them to the contracting officer. For federal buildings, final payment may be withheld until the lists are received.

(d) *Retaining SBU documents.* SBU building information (both electronic and paper formats) must be protected, with access strictly controlled and limited to those individuals having a need to know such information.

(e) *Destroying SBU building information.* SBU building information must be destroyed such that the marked information is rendered unreadable and incapable of being restored, *or returned to the contracting officer*, when no longer needed, in accordance with guidelines provided for media sanitization within Appendix A of NIST Special Publication 800-88, Guidelines for Media Sanitization, available at http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-8_rev1.pdf. Examples of acceptable destruction methods for SBU building information are burning or shredding hardcopy; physically destroying portable electronic storage devices such as CDs, DVDs, and USB drives; deleting and removing files from electronic recycling bins; and removing material from computer hard drives using a permanent-erase utility such as bit wiping software or disk crushers.

(f) *Notice of disposal.* The contractor must notify the Contracting Officer that all SBU building information has been destroyed by the contractor and its subcontractors or suppliers in accordance with section (e) of this clause, with the exception of the contractor's record copy. This notice must be submitted to the contracting officer at the completion of the contract in order to receive final payment. For leases, this notice must be submitted to the Contracting Officer at the completion of the lease term.

(g) *Incidents.* All improper disclosures of SBU building information must be immediately reported to the contracting officer at 5600 American Blvd. West, Suite 200, Bloomington, MN 55437. If the contract provides for progress payments, the contracting officer may withhold approval of progress payments until the contractor provides a corrective action plan explaining how the contractor will prevent future improper disclosures of SBU building information. Progress payments may also be withheld for failure to comply with any provision in this clause until the contractor provides a corrective action plan explaining how the contractor will rectify any noncompliance and comply with the clause in the future.

(h) *Subcontracts.* The Contractor must insert the substance of this clause

**J. LIST OF ATTACHMENTS
(LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS)**

- Exhibit 1 Quality Assurance Surveillance Plan (QASP)
- Exhibit 2 Contract Deliverables Reference
- Exhibit 3 Equipment and Systems to be Operated, Maintained and Repaired
- Exhibit 4 Equipment Inventory List
- Exhibit 5 Exclusions to Equipment Inventory
- Exhibit 6 Mechanical Inspection Form
- Attachment 1 Wage Determination/Collective Bargaining Agreement

J.1. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)**CONTRACT No. GS-05P-12-SE-D-0024****INTRODUCTION**

This Quality Assurance Surveillance Plan (QASP) is designed to provide the General Services Administration (GSA) with an effective surveillance method of monitoring and evaluating the Contractor's performance under a Performance-Based Statement of Work (PBSOW) for operation and maintenance services.

In accordance with Federal Acquisition Regulation (FAR) Part 37.601, performance-based contracting methods are intended to ensure that the required performance quality levels are achieved and that the total payment is related to the degree that services performed or outcomes achieved meet contract standards. GSA's role in quality assurance is to ensure that the Contractors are achieving the quality levels established in the operation and maintenance services contracts and focuses on the Contractors' QCP. GSA periodically validates the execution of the Contractors' quality control programs by reviewing such areas as the Contractors' inspection forms, service request logs, tenant reports, tenant satisfaction surveys, and the timeliness of corrective actions. See Paragraph C.8.7 also.

A. PURPOSE OF THE QASP

The QASP is intended to accomplish the following:

- Define the roles and responsibilities of participating Government officials.
- Identify the performance objectives based upon the PBSOW in accordance with FAR Part 46.401(a) (1).
- Identify the performance quality level standards in accordance with FAR Part 37.601(a) (2).
- Describe the methods of surveillance for GSA to identify quality levels in accordance with FAR Part 46.401(a) (2).
- Establish a method to provide feedback to the Contractor regarding quality and timeliness of the service performance, i.e., copies of inspection forms, copies of tenant reports, data on tenant satisfaction scores; and any other drivers or measures of performance that are required by the CO or COR.
- Establish timeframes for communication and performance improvement if needed.
- Establish specified procedures for changes to the contract price when services are not performed or do not meet contract requirements in accordance to FAR Part 37.601(a) (3).
- Ensure the Contractor has developed and implemented a QCP establishing procedures and responsibilities for controlling the quality of work performed.

B. ROLES AND RESPONSIBILITIES OF GOVERNMENT OFFICIALS

The following Government officials will participate in assessing the quality of the Contractor's performance. Their roles and responsibilities are described as follows:

1. The person designated by the CO will serve as the COR. The COR is responsible for monitoring, assessing, recording, and reporting on the performance of the Contractor. The COR shall have the primary responsibility for completing forms that will be used to evaluate the Contractor's performance. In addition, the COR shall use the Contractor Performance Assessment Reporting System (CPARS) to document the Contractor's performance

2. The person designated as the CO will have overall responsibility for overseeing the Contractor's performance. The CO shall be responsible for monitoring the Contractor's performance in the areas of contract compliance and contract administration. The CO will review the COR's written inspections and assessments of the Contractor's performance and resolve any discrepancies that may arise between the Contractor and COR. In addition, the CO shall use the Contractor Performance Assessment Reporting System (CPARS) to document the Contractor's performance.

C. TYPES OF WORK TO BE PERFORMED

1. The Contractor's performance in providing the following operation and maintenance services shall be evaluated by the Government:

- a. Existing deficiency list
- b. Building operating plan
- c. Equipment inventory
- d. Monthly progress reports
- e. Reference library
- f. Building management support services
- g. Operational requirements
- h. Service requests
- i. Tours
- j. Maintenance program
- k. Water treatment
- l. Oil analysis
- m. Lamp and ballast replacements
- n. Repairs
- o. Safety and environmental
- p. Fire Protection and Life Safety equipment and systems
- q. Other services as described in Section C

D. METHODS OF SURVEILLANCE

The method of surveillance is based on the performance criteria of the contract terms and specifications. Each requirement will describe the tasks to be performed and the standard for successful performance. GSA intends to monitor and evaluate the Contractor's performance based on any or all of the following surveillance methods:

1. **Periodic Surveillance Inspections:** This method consists of selected surveillance tasks by the Government that do not require 100 percent inspection, or are performed on a random basis. The COR will evaluate the Contractor's reports, surveys, etc. on a weekly, biweekly, monthly, or quarterly basis.

2. **Tenant Interviews:** All tenant concerns received through the COR will be documented and evaluated on a planned schedule developed by the COR. This method may help the COR focus on areas that may require further action from the CO.

3. **Service Request Documentation:** This method of surveillance will provide information to the COR, such as identification of the types of service requests received, the frequencies of service requests, corrective action taken, timeliness of completion, and any other pertinent data. At a minimum, this method must be performed on a monthly basis.

4. **Tenant Satisfaction Surveys:** The Gallup Organization conducts surveys for one-third of GSA's tenants in Government-owned and leased buildings. These surveys gather important data in many areas, including specific categories pertaining to the operation and maintenance of GSA's buildings. The surveys provide the COR with satisfaction scores that can be further evaluated to determine if there are any weaknesses within the various programs. There are various measures that can be taken, such as reviewing the survey's comments, obtaining further feedback from the tenants, or sharing the scores with the Contractor to establish a plan of action.

QASP STANDARDS

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
<u>SECTION C</u> Existing Deficiency Inspection/List and equipment inventory.	A thorough and systematic initial inspection and inventory of all equipment and systems and the performance of an annual inventory to verify and update the inventory.	A complete and accurate deficiency list and inventory must be completed and submitted within the initial timeframe and an annual inventory must be scheduled and conducted to verify and update inventory.	The Government will evaluate performance based on tenant satisfaction, surveys, tenant interviews, periodic inspections, and service request documentation.
Startup Phase.	The Contractor must provide all start up services necessary to provide seamless operation of all building systems.	Submission and review of all required building documentation without failures in providing service to our customers.	
Staffing and ability to communicate with COR.	Contractor must staff and provide communication methods to ensure services are adequately provided to the tenant.	Quality and quantity of staffing and methods of communication ensure adequate response to all contract requirements.	
Onsite records.	All records required by the contract must be accurate and available for inspection.	Records must be organized, up to date, and reflect actual conditions.	
CMMS (if applicable).	Service request record using the computerized maintenance management system (CMMS).	Maintenance records are accurate and current and are properly populated within the CMMS to document historical maintenance efforts during the life cycle of the facility.	
Building Operating Plan (BOP).	BOP must detail all aspects of the contractor's performance of the contract and building equipment and system information. Energy consumption must be monitored by the Contractor for indicators of inefficient	BOP must be submitted and address all items. Control systems must be operated to provide maximum efficiency as measured by energy consumption per gross sq. ft. while providing tenant comfort.	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
	operation.		
Monthly Progress Reports.	Reports of Contractor progress and activities must be provided monthly.	All reports must be thorough, accurate and submitted on time as required by the contract.	
Reference library.	Information in the form of a reference library must be provided by the Contractor.	All required documents are to be included in the reference library and must be complete and up to date.	
Service Requests.	Service requests must be received, tracked, and responded to in accordance with contract requirements.	All routine, emergency, and urgent service requests are responded to as required by the contract and repairs are completed within specified timeframes.	
Tours.	Tours must be conducted and documented in accordance with contract requirements.	All tours must be conducted and documented as required and will reflect actual conditions. Adjustments will be made as needed. Logs and check sheets must be adequate to track operating hours and equipment performance history.	
Leak testing.	Refrigerants and natural gas leaks must be avoided and detected as early as possible.	Leak testing for refrigerants and natural gas must be performed and documented in accordance with the BOP.	
Condensate pans	Condensate pans must be clear and algae free at all times.	On at least a monthly basis, tours must include inspection and treatment of condensate pans with appropriate biocide to ensure proper drainage.	
Disruptive or hazardous tool use, disruption to utilities, lighting and space	Tenants must not be unnecessarily disrupted during repairs or	All disruptive tool use during normal working hours must be approved by the COR and	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
conditioning.	procedures.	welding and burning must be approved via GSA Form 1755. The COR must approve in advance any work that will disrupt lighting, utilities, and space conditioning.	
Plumbing and restroom maintenance.	Plumbing and drain systems must be maintained and in good working order.	All drain systems must be clear and kept functional at all times.	
Maintenance program.	Equipment must be maintained to the minimum standard established in the contract and developed by the Contractor.	Minimally, the Contractor must perform preventive maintenance in accordance with the manufacturer's recommended standards for all equipment requiring a preventive maintenance procedure. The Contractor must be required to use the specified NFPA Codes and Standards in this document to perform inspections, testing, and preventive maintenance of fire protection and life safety systems and equipment. In addition, the Contractor shall be required to follow the specific testing and inspection frequencies and methods specified in such NFPA Codes and Standards. The Contractor must record such inspection, testing, and services on the appropriate NFPA inspection form.	
Water treatment.	The Contractor must provide for an effective water treatment program including equipment, monitoring, reporting, etc.	The Contractor must perform water treatment, monitoring, and testing in accordance with the contract requirements.	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
Oil analysis and oil changes.	Oil analysis and oil changes must be documented.	The Contractor must perform initial and periodic oil analysis and oil changes in accordance with the contract provisions.	
Lamp and ballast replacements.	Quality, energy-efficient replacement lamps and ballasts must be used by the Contractor.	The Contractor must perform lamp and ballast replacements in accordance with the contract provisions	
Architectural and structural systems maintenance.	Interior and exterior building architectural and structural systems must be maintained in good repair.	The Contractor must conduct inspections, repairs, replacements, and touch up painting and patching to match existing finishes as required by contract provisions.	
Interior signage and directories.	Signage must be up to date and in good repair.	Signage must be updated and repaired as required.	
Finishes maintenance.	All finishes must appear neat and have an esthetically appealing appearance.	The Contractor must maintain and touch up building finishes in a professional manner.	
Repairs.	All repairs must be performed in a timely professional manner, using quality parts and materials.	The Contractor must perform repairs in accordance with the provisions of the contract including timeliness of response, invoicing, thresholds, replacement part quality standards, and warranty provisions.	
Safety and environmental management.	Scheduling and record keeping.	All required safety and environmental tests, certifications, permits and other procedures required in this document must be scheduled in the CMMS work order system, and documented in the CMMS. In addition, the Contractor must maintain copies of all such tests, certifications,	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		permits and other required records.	
	Refrigerant control and certification.	The Contractor must control refrigerants and maintain records in accordance with EPA, GSA, and appropriate Air Quality Management District standards. The Contractor must take immediate action to contain refrigerant leaks and must report any leaks to the COR.	
	AQMD operating permits.	The Contractor must be familiar with the requirements of the local Air Quality Management District (AQMD), and shall be responsible for obtaining operating permits for boilers, generators, and other emissions-producing equipment regulated by the district.	
	Underground storage tanks.	The Contractor is responsible for complying with all Federal, State, and local requirements for the periodic inspection, monitoring, permitting, certification and maintenance of underground storage tanks.	
	Polychlorinated biphenyls (PCBs) control.	The Contractor must inspect all transformers containing (PCBs) and maintain records of such inspections in accordance with State, local, and Environmental Protection Agency (EPA) regulations.	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
	Hazardous waste.	The Contractor must be cognizant of, and comply with, all Federal, State, and local laws and regulations related to the disposal (landfill, sewer discharge, etc.) of hazardous waste and materials used or removed in the performance of the contract or discharged by the building, and must comply with all such requirements, to include record keeping requirements.	
	Electrical safety.	The contractor must comply with NFPA 70E when working on or around electrical equipment or systems. The Contractor must ensure that areas restricted to qualified personnel are secured and properly labeled.	
	Lock out/tag out.	The Contractor must develop a lockout/tag out program in accordance with 29 CFR 1910. The program must include all anticipated energy sources, including but not limited to electricity, steam, pressurized fluids, and mechanical energy.	
	Confined spaces.	The Contractor must identify and label all confined spaces in accordance with OSHA requirements. The Contractor must develop a confined space entry permit system for all permit-required confined spaces within 60 calendar days of commencement of the contract.	
	Asbestos management.	The Contractor shall be expected to occasionally perform Class III and Class IV asbestos work as defined	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		in 29 CFR 1910.26.1101. The Contractor must be prepared to deal with asbestos on a small scale, short duration basis to effect emergency repairs and to clean up small spills. The Contractor must protect building tenants, visitors, and employees from asbestos exposure. The Contractor must comply with applicable National Institute of Building Sciences (NIBS) and OSHA standards.	
	Hazardous materials.	The Contractor must make material safety data sheets (MSDSs) available to their employees in accordance with 29 CFR 1910.1200.	
	Boiler/pressure vessel operation and inspection standards.	All tests must be done in accordance with ASME Boiler and Pressure vessel Code, National Board Inspection Code (NBIC), and EPA and local AQMD requirements.	
	Backflow prevention devices.	Backflow prevention devices used on water- based fire suppression systems must be inspected, tested and maintained according to NFPA 25.	
	Potable water systems.	The Contractor must comply with the Safe Drinking Water Act, PL 99-339, as amended, and the EPA Safe Drinking Water regulations (40 CFR 141.43, sections A and D), that address the quantity of lead allowable in new installations or repairs to existing drinking water	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		systems and/or plumbing. Potable water systems which are repaired, modified, serviced, or breeched in any way must be disinfected and flushed prior to returning the system to service.	
	Labeling.	The Contractor must label equipment, storage areas and workspaces in accordance with OSHA standards immediately after commencement of the contract if such labels are not already in place.	
Fire Protection and Life Safety Equipment and Systems.	Fire alarm system.	<p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, and testing methods outlined in NFPA 72. Documentation of the above mentioned inspection, maintenance, and testing results must be recorded on the applicable Inspection and Testing Form from NFPA 72.</p> <p>All fire alarm testing, with the exception of interconnected building functions, must be performed after normal working hours.</p> <p>Testing of the interconnected building functions, including, but not limited to, air handler shutdown, damper control, elevator recall, egress door unlocking, etc., must be performed during hours the interconnected equipment is active.</p> <p>The testing of the fire alarm system shall not be considered complete without the testing of interconnected equipment.</p>	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		<p>The Contractor must provide a fire watch in areas left unprotected until the fire alarm system is completely restored to service. In no case shall the fire alarm systems be left in a disabled condition without notifying the COR.</p> <p>The Contractor must ensure that the fire alarm system is maintained operable at all times except while being tested or repaired. It is essential that the Contractor carefully schedule with the building manager all non emergency shutdowns of the fire alarm system and that back up protection be provided by the Contractor (arrangement of additional personnel stationed at the fire alarm system control panel) any time the fire alarm system is out of service for more than 4 hours. In addition, regardless of the duration of the shutdown, the affected portion of the system must be tested to ensure that the protection has been restored.</p> <p>The Contractor must utilize responsible, capable, NICET- certified, employees (see section H.16.3.1, Qualifications of Fire Alarm System Technicians contained in this document) in the performance of any task required in this document.</p> <p>The Contractor must maintain a UL-listed central station monitoring service for</p>	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
	Fire alarm system central station monitoring.	<p>fire alarm system monitoring and must maintain lines, transmitters and related equipment and materials, to connect to such service.</p> <p>During any period in which there is no central station monitoring, the Contractor must maintain a fire watch in accordance with GSA guidelines.</p>	
	Water-based fire suppression system inspection.	<p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies and testing methods outlined in NFPA 25.</p> <p>Documentation of the inspection, maintenance, and testing results must be recorded on the applicable suggested form, as found in current edition of NFPA 25.</p> <p>All water-based fire suppression system testing must be performed after normal working hours unless approved otherwise by the COR. The Contractor must provide a fire watch in areas left unprotected until the water-based fire suppression system is completely restored to service. In no case must any water based fire suppression system be left in a disabled condition without notifying the COR.</p> <p>The Contractor must ensure that the sprinkler system is maintained and operable at all times except while being tested or repaired. It is essential that the Contractor carefully schedule with the building manager and COR</p>	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		<p>all non emergency shutdowns of the sprinkler system and that back up protection be provided by the Contractor any time the sprinkler system is out of service for more than 4 hours. In addition, regardless of the duration of the shutdown, the affected portion of the system must be tested to ensure that the protection has been restored.</p> <p>The Contractor must utilize responsible, capable, NICET- certified employees (see section H.16.3.1, Qualifications of Fire Alarm System Technicians contained in this document) in the performance of any task associated with this contract.</p>	
	Fire doors and other opening protectives.	<p>The Contractor must perform inspections, tests and maintenance or repairs in accordance with the current edition of NFPA 80.</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 80.</p>	
	Fire and combination fire/smoke dampers.	<p>The Contractor must perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 80.</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing</p>	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		frequencies, testing methods, and documentation requirements outlined in NFPA 80.	
	Smoke doors and other opening protectives.	<p>The Contractor must perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 105.</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 105.</p>	
	<p>Smoke dampers.</p> <p>Portable fire extinguishers.</p>	<p>The Contractor must perform inspections, tests and maintenance or repairs in accordance with the current edition of NFPA 105.</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 105.</p> <p>The Contractor must perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 10.</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 10.</p>	
	Non-water based fire extinguishing systems.	The Contractor must perform inspections, tests and maintenance in accordance	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		<p>with the current edition of the applicable NFPA standards (e.g., NFPA 12, 12A, 17, 17A, 96, 2001, etc.).</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in the applicable NFPA standards (e.g., NFPA 12, 12A, 17, 17A, 96, 2001, etc.).</p>	
	Smoke control systems.	<p>The Contractor must perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 92.</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 92.</p>	
	Smoke management systems.	<p>The Contractor must perform inspections, tests, and maintenance or repairs in accordance with the current edition of NFPA 92.</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 92.</p>	
	Emergency and standby power systems.	<p>The Contractor must perform inspections, tests, and maintenance in accordance with the current edition of the applicable NFPA standards (e.g., NFPA 110 and 111).</p>	

Performance-Based Task	Services to Be Inspected	Standard for Successful Performance	Quality Assurance Surveillance Method
		The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in the applicable NFPA standards (e.g., NFPA 110 and 111)	
	Emergency lighting and exit signage.	<p>The Contractor must perform inspections, tests, and maintenance or repairs in accordance with the current editions of NFPA 101 and NFPA 70.</p> <p>The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 101.</p>	

J.2. CONTRACT DELIVERABLES REFERENCE

DELIVERABLE	REFERENCE	DELIVERABLE DUE	POINT OF CONTACT
OPERATIONAL GUIDELINES AND WARRANTY INFORMATION	C.1.E.	OPERATIONAL GUIDELINES WITHIN 5 DAYS AFTER AWARD, WARRANTY INFORMATION WITHIN 30 DAYS AFTER AWARD	COR OR DESIGNEE
EXISTING DEFICIENCY INSPECTION/INITIAL DEFICIENCY LIST	C.4	REPORT DUE NOT LATER THAN 5 DAYS PRIOR TO CONTRACT START.	COR OR DESIGNEE.
14 DAY TRANSITION PHASE INCLUDING STAFFING PLAN	C.5 .1	14 CALENDAR DAYS PRIOR TO THE FIRST DAY OF THE CONTRACT START DATE.	COR OR DESIGNEE.
PHASEOUT TRANSITION.	C.6	ON THE LAST PERFORMANCE DAY OF THE CONTRACT, CONTRACTOR MUST TURN OVER KEYS AND IDENTIFICATION BADGES OR CARDS.	COR OR DESIGNEE.
LIST OF KEY PERSONNEL AND EMERGENCY CONTACT INFORMATION, WHICH MAY INCLUDE SUBCONTRACTOR CONTACTS AS APPLICABLE.	C.8.1	THE CONTRACTOR MUST DEVELOP AND SUBMIT TO THE COR WITHIN 30 DAYS OF AWARD.	COR OR DESIGNEE.
QUALITY CONTROL PROGRAM.	C.8.6	PRIOR TO THE AWARD OF THE CONTRACT.	CO AND COR.
STRIKE CONTINGENCY PLAN (SCP) SUBMISSION.	C.8.6.7	SCP MUST BE SUBMITTED WITH QCP AND UPDATED ANNUALLY.	CO AND COR.
BUILDING OPERATING PLAN.	C.9.1	DEVELOP AND SUBMIT FOR	COR OR DESIGNEE.

DELIVERABLE	REFERENCE	DELIVERABLE DUE	POINT OF CONTACT
		APPROVAL, NOT LATER THAN THE END OF THE STARTUP PHASE.	
EQUIPMENT INVENTORY UPDATE.	C.10	THE CONTRACTOR MUST UPDATE AND VERIFY THE EQUIPMENT INVENTORY ON AN ANNUAL BASIS.	COR OR DESIGNEE.
MONTHLY PROGRESS REPORTS	C.11	ON A MONTHLY BASIS, NOT LATER THAN THE FIFTH WORKING DAY OF THE SUBSEQUENT MONTH.	COR OR DESIGNEE.
EQUIPMENT CONDITION ASSESSMENT.	C.13	ON AN ONGOING BASIS DURING THE PERFORMANCE OF THE CONTRACT AS REQUESTED.	COR OR DESIGNEE.
REVIEW OF DESIGN DOCUMENTS.	C.16	REVIEW AS REQUESTED.	COR OR DESIGNEE.
BUILDING MANAGEMENT SUPPORT SERVICES.	C.17	ASSIST AS REQUESTED.	COR OR DESIGNEE.
OPERATIONAL PLANS	C.21.4	5 DAYS AFTER AWARD	COR OR DESIGNEE
HOT WATER CONTROL & PREVENTATIVE MAINTENANCE	C.21.4	5 DAYS AFTER AWARD	COR OR DESIGNEE
ENERGY CONSERVATION	C.21.5	DEVELOP A BUILDING ENERGY CONSERVATION USE PLAN, NOT LATER THAN 60 DAYS AFTER CONTRACT START DATE. WHERE DATA IS AVAILABLE, REPORT MONTHLY ENERGY USE AS COMPARED TO THE PREVIOUS	COR OR DESIGNEE

DELIVERABLE	REFERENCE	DELIVERABLE DUE YEAR AND PROVIDE THE REASON FOR ENERGY INCREASE GREATER THAN 3 PERCENT COMPARED TO THE SAME PERIOD OF THE PREVIOUS YEAR	POINT OF CONTACT
EMERGENCY SERVICE REQUEST AND CALLBACK REPAIR PLAN REPORT.	C.23	WRITTEN ACCOUNTING OF ANY EMERGENCY CALLBACK THE MORNING OF THE NEXT WORKING DAY.	COR OR DESIGNEE.
ROUTINE SERVICE REQUEST - RESPONSE EXTENSION REQUEST.	C.23	CONTRACTOR MUST IMMEDIATELY NOTIFY WITH A WRITTEN EXTENSION REQUEST.	COR OR DESIGNEE.
PREVENTATIVE MAINTENANCE SYSTEM.	C.32.1	WITHIN 5 DAYS PRIOR TO START.	COR.
INITIAL REPORT AND DEVELOPMENT OF WATER TREATMENT PROGRAM.	C.33.3	WITHIN THE FIRST MONTH OF THE CONTRACT.	COR OR DESIGNEE.
CORROSION MONITORING	C.33.4	INSTALL MONITORING SYSTEM WITHIN 30 CALENDAR DAYS AFTER SUBMISSION OF WATER TREATMENT PLAN	COR OR DESIGNEE
MONTHLY WATER TREATMENT TESTING OR MAKEUP WATER CHEMICAL TRACKING.	C.33.5	MONTHLY WITHIN THE MONTHLY PROGRESS REPORT.	COR OR DESIGNEE.
ANNUAL WATER	C.33.6		COR OR

DELIVERABLE	REFERENCE	DELIVERABLE DUE	POINT OF CONTACT DESIGNEE
SAMPLES			
PERIODIC OIL ANALYSIS.	C.34.1	AT LEAST ANNUALLY, WITH RESULTS SUBMITTED WITHIN THE NEXT MONTHLY PROGRESS REPORT.	COR OR DESIGNEE.
LAMPS AND BALLASTS CONTAINING MERCURY RECORD.	C.35	DOCUMENT MONTHLY ALL PURCHASES OF MERCURY-CONTAINING LAMPS WITHIN THE MONTHLY PROGRESS REPORT.	COR OR DESIGNEE.
REPAIRS USING SUBCONTRACTORS.	C.37.1	MUST PROVIDE JUSTIFICATION FOR SUBCONTRACT NEED IN ADVANCE.	COR OR DESIGNEE.
REIMBURSABLE REPAIRS COMPLETION DATE.	C.37.3	MUTUALLY AGREED UPON BY THE COR AND THE CONTRACTOR.	COR OR DESIGNEE.
WARRANTIES NOT HONORED BY MANUFACTURER.	C.37.8	CONTRACTOR MUST IMMEDIATELY NOTIFY COR IF AN INSTALLER OR MANUFACTURER FAILS TO COMPLY WITH THE TERMS OF A WARRANTY.	COR OR DESIGNEE.
SCHEDULING AND RECORDKEEPING OF PERMITS, PERSONNEL SAFETY, CONTROL OF HAZARDOUS SUBSTANCES, CERTIFICATIONS, AND RECORDS	C.38.2	FURNISH COPIES AS REQUESTED.	COR OR DESIGNEE.

DELIVERABLE	REFERENCE	DELIVERABLE DUE	POINT OF CONTACT
REFRIGERANT CONTROL AND CERTIFICATION LOG.	C.38.3	REFRIGERANT CONTROL LOGS MUST BE UPDATED AND INSPECTED AS REQUIRED.	COR OR DESIGNEE.
AQMD OPERATING PERMITS.	C.38.4	COPIES MADE AVAILABLE IMMEDIATELY UPON REQUEST.	COR OR DESIGNEE.
POLYCHLORINATED BIPHENYL (PCB) CONTROL TRANSFORMER LEAKS.	C.38.6	IMMEDIATE NOTIFICATION.	COR OR DESIGNEE.
FACILITY HAZARDS	C.38.8	REPORT HAZARDS ON GSA FORM 3592	COR OR DESIGNEE
WORKPLACE SAFETY PLAN.	C.38.9	A SAFETY AND HEALTH PLAN MUST BE SUBMITTED FOR REVIEW AND APPROVAL WITHIN 30 DAYS AFTER AWARD.	COR OR DESIGNEE.
ELECTRICAL SAFETY – ARC FLASH ANALYSIS.	C.38.10	DEFICIENCIES MUST BE REPORTED WITHIN 30 DAYS AFTER CONTRACT AWARD.	COR OR DESIGNEE.
CONFINED SPACE ENTRY PERMIT SYSTEM.	C.38.14	THE CONTRACTOR MUST DEVELOP A CONFINED SPACE ENTRY PERMIT SYSTEM FOR ALL PERMIT-REQUIRED CONFINED SPACES WITHIN 60 CALENDAR DAYS OF THE CONTRACT START.	COR OR DESIGNEE.
HAZARDOUS MATERIALS: MATERIAL SAFETY DATA SHEETS – HAZARDOUS MATERIALS INVENTORY.	C.38.16	MSDSS MUST BE MADE AVAILABLE ON REQUEST. THE CONTRACTOR MUST PREPARE	COR OR DESIGNEE.

DELIVERABLE	REFERENCE	DELIVERABLE DUE	POINT OF CONTACT
		AND SUBMIT HAZARDOUS MATERIALS INVENTORY AS AN APPENDIX TO THE BUILDING OPERATING PLAN. THIS MUST BE UPDATED AND RESUBMITTED ANNUALLY BY SEPTEMBER 30 OF EACH YEAR.	
BOILER/PRESSURE VESSEL OPERATION AND INSPECTION STANDARDS	C.38.17	A GSA FORM 1034 (CERTIFICATE OF INSPECTION) OR AN EQUIVALENT APPROVED FORM MUST BE COMPLETED AND POSTED ON OR NEAR THE EQUIPMENT. INSPECTIONS MUST BE MADE BY INSPECTORS CERTIFIED BY THE NATIONAL BOARD OF BOILER AND PRESSURE VESSEL INSPECTIONERS.	COR OR DESIGNEE
BACKFLOW PREVENTION DEVICES – ANNUAL INSPECTION CERTIFICATE.	C.38.18	INSPECT ANNUALLY AND PROVIDE CERTIFICATION.	COR OR DESIGNEE.
LABELING AND SIGNAGE.	C.38.20	ANY NEW INSTALLATIONS MUST BE LABELED PER OSHA STANDARDS.	COR OR DESIGNEE.
FIRE PROTECTION SYSTEMS ON LINE AT ALL TIMES UNLESS APPROVAL IS GIVEN DURING MAINTENANCE PERIODS.	C.39.1	ADVANCE NOTIFICATION AND APPROVAL PER OCCURRENCE.	COR OR DESIGNEE.
FIRE ALARM SYSTEM: IF	C.39.2	THE CONTRACTOR	COR OR

DELIVERABLE	REFERENCE	DELIVERABLE DUE	POINT OF CONTACT
THE CONTRACTOR ENCOUNTERS EQUIPMENT THAT IS IN A CONDITION THAT MAY ENDANGER LIFE OR PROPERTY.		MUST IMMEDIATELY NOTIFY THE COR OF THE CONDITION REQUIRING IMMEDIATE ACTION. WITHIN 24 HOURS THE CONTRACTOR MUST PROVIDE A WRITTEN REPORT TO THE COR OF THE HAZARDOUS CONDITION AND RECOMMENDED CORRECTIVE ACTION.	DESIGNEE.
FIRE ALARM SYSTEM: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES AND TESTING METHODS OUTLINED IN NFPA 72.	C.39.2	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE AND TESTING RESULTS MUST BE RECORDED ON THE APPLICABLE INSPECTION AND TESTING FORM FROM NFPA 72.	COR OR DESIGNEE.
FIRE ALARM SYSTEM: IF THE CONTRACTOR MUST DISTURB MATERIALS HE SUSPECTS MAY CONTAIN ACM.	C.39.2	THE CONTRACTOR MUST IMMEDIATELY REPORT THE CONDITION TO THE COR.	COR OR DESIGNEE.
FIRE ALARM SYSTEM: IF THE CONTRACTOR MUST DISTURB MATERIALS HE SUSPECTS MAY CONTAIN LEAD-BASED PAINT.	C.39.2	THE CONTRACTOR MUST IMMEDIATELY REPORT THE CONDITION TO THE COR.	COR OR DESIGNEE.
WATER-BASED FIRE SUPPRESSION SYSTEMS: IF THE CONTRACTOR ENCOUNTERS EQUIPMENT THAT IS IN A CONDITION THAT MAY	C.39.4	THE CONTRACTOR MUST IMMEDIATELY NOTIFY THE COR OF THE CONDITION REQUIRING	COR OR DESIGNEE.

DELIVERABLE	REFERENCE	DELIVERABLE DUE	POINT OF CONTACT
ENDANGER LIFE OR PROPERTY.		IMMEDIATE ACTION. WITHIN 24 HOURS THAT CONTRACTOR MUST PROVIDE A WRITTEN REPORT TO THE COR OF THE HAZARDOUS CONDITION AND RECOMMENDED CORRECTIVE ACTION.	
WATER-BASED FIRE SUPPRESSION SYSTEMS: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, AND TESTING METHODS OUTLINED IN NFPA 25.	C.39.4	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE, AND TESTING RESULTS MUST BE RECORDED ON THE APPLICABLE "SUGGESTED FORM," AS FOUND IN THE CURRENT EDITION OF NFPA 25.	COR OR DESIGNEE.
WATER-BASED FIRE SUPPRESSION SYSTEMS: IF THE CONTRACTOR MUST DISTURB MATERIALS HE SUSPECTS MAY CONTAIN ACM.	C.39.4	THE CONTRACTOR MUST IMMEDIATELY REPORT THE CONDITION TO THE COR.	COR OR DESIGNEE.
WATER-BASED FIRE SUPPRESSION SYSTEMS: IF THE CONTRACTOR MUST DISTURB MATERIALS HE SUSPECTS MAY CONTAIN LEAD-BASED PAINT.	C.39.4	THE CONTRACTOR MUST IMMEDIATELY REPORT THE CONDITION TO THE COR.	COR OR DESIGNEE.
FIRE DOORS AND OTHER OPENING PROTECTIVES: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, TESTING	C.39.5	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE, AND TESTING RESULTS MUST BE	COR OR DESIGNEE.

DELIVERABLE METHODS, AND DOCUMENTATION REQUIREMENTS OUTLINED IN NFPA 80.	REFERENCE	DELIVERABLE DUE RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF NFPA 80.	POINT OF CONTACT
FIRE AND COMBINATION FIRE/SMOKE DAMPERS: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, TESTING METHODS, AND DOCUMENTATION REQUIREMENTS OUTLINED IN NFPA 80.	C.39.6	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE, AND TESTING RESULTS MUST BE RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF NFPA 80.	COR OR DESIGNEE.
SMOKE DOORS AND OTHER OPENING PROTECTIVES: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, TESTING METHODS, AND DOCUMENTATION REQUIREMENTS OUTLINED IN NFPA 105.	C. 39.7	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE, AND TESTING RESULTS MUST BE RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF NFPA 105.	CO OR COR.
SMOKE DAMPERS: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, TESTING METHODS, AND DOCUMENTATION REQUIREMENTS OUTLINED IN NFPA 105.	C.39.8	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE AND TESTING RESULTS MUST BE RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF NFPA 105.	COR OR DESIGNEE.
PORTABLE FIRE EXTINGUISHERS: THE CONTRACTOR IS RESPONSIBLE FOR	C.39.9	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT	COR OR DESIGNEE.

DELIVERABLE	REFERENCE	DELIVERABLE DUE	POINT OF CONTACT
MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, TESTING METHODS, AND DOCUMENTATION REQUIREMENTS OUTLINED IN NFPA 10.		INSPECTION, MAINTENANCE, AND TESTING RESULTS MUST BE RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF NFPA 10.	
NON-WATER-BASED EXTINGUISHING SYSTEMS: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, TESTING METHODS, AND DOCUMENTATION REQUIREMENTS OUTLINED IN THE APPLICABLE NFPA STANDARD.	C.39.10	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE, AND TESTING RESULTS MUST BE RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF THE APPLICABLE NFPA STANDARD.	COR OR DESIGNEE.
SMOKE CONTROL SYSTEMS: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, TESTING METHODS, AND DOCUMENTATION REQUIREMENTS OUTLINED IN NFPA 92.	C. 39.11	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE, AND TESTING RESULTS MUST BE RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF NFPA 92.	COR OR DESIGNEE.
SMOKE MANAGEMENT SYSTEMS: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, TESTING METHODS, AND DOCUMENTATION REQUIREMENTS OUTLINED IN NFPA 92.	C.39.12	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE, AND TESTING RESULTS MUST BE RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF	COR OR DESIGNEE.

DELIVERABLE	REFERENCE	DELIVERABLE DUE NFPA 92.	POINT OF CONTACT
EMERGENCY AND STANDBY POWER SYSTEMS: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, TESTING METHODS, AND DOCUMENTATION REQUIREMENTS OUTLINED IN NFPA 110 AND NFPA 111.	C.39.13	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE, AND TESTING RESULTS MUST BE RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF NFPA STANDARDS.	COR OR DESIGNEE.
EMERGENCY LIGHTING AND EXIT SIGNAGE: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, TESTING METHODS, AND DOCUMENTATION REQUIREMENTS OUTLINED IN NFPA 101.	C.39.14	THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE, AND TESTING RESULTS MUST BE RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF NFPA 101.	COR OR DESIGNEE.
MEANS OF EGRESS DOOR ASSEMBLIES: THE CONTRACTOR IS RESPONSIBLE FOR MEETING THE INSPECTION, MAINTENANCE, TESTING FREQUENCIES, TESTING METHODS, AND DOCUMENTATION REQUIREMENTS OUTLINED IN NFPA 101.	C.39.15	<i>THROUGHOUT THE YEAR. DOCUMENTATION OF THE SUBJECT INSPECTION, MAINTENANCE, AND TESTING RESULTS MUST BE RECORDED IN ACCORDANCE WITH THE REQUIREMENTS OF NFPA 101.</i>	<i>COR OR DESIGNEE.</i>
CONTRACT COMPLETION PLAN	E.5	NO LESS THAN 90 CALENDAR DAYS PRIOR TO CONTRACT TERMINATION	

DELIVERABLE	REFERENCE	DELIVERABLE DUE	POINT OF CONTACT
		AND/OR END DATE, THE CONTRACTOR AND THE CONTRACTING OFFICER AND/OR THE CONTRACTING OFFICER'S REPRESENTATIVE SHALL, TOGETHER, MAKE A COMPLETE INSPECTION OF ALL MECHANICAL, ELECTRICAL, PLUMBING, STRUCTURAL, FIRE PROTECTION AND LIFE SAFETY, AND UTILITY DISTRIBUTION SYSTEMS AND EQUIPMENT AT THE SITE COVERED BY THIS CONTRACT	
SECURITY CLEARANCE REQUIREMENTS	H.1.2	THE CONTRACTOR SHALL FOR EACH EMPLOYEE STARTING WORK UNDER THIS CONTRACT, NO LATER THAN 10 DAYS AFTER AWARD , THE FOLLOWING: (A) ONE "FPS" CONTRACTOR INFORMATION WORKSHEET". (B) ONE "ELECTRONIC QUESTIONNAIRE FOR PUBLIC TRUST POSITIONS (SF-85P). DO NOT COMPLETE THE MEDICAL AUTHORIZATION RELEASE ON THE LAST PAGE. (C) TWO "FINGERPRINTING	

DELIVERABLE	REFERENCE	DELIVERABLE DUE	POINT OF CONTACT
		CHARTS” (GSA FORM FD-258) OR FINGERPRINTS MUST BE TAKEN ELECTRONICALLY AT ONE OF GSA’S FINGERPRINTING LOCATIONS. ANY EMPLOYEES HIRED AFTER PERFORMANCE STARTS UNDER THIS CONTRACT MUST HAVE THE ABOVE DOCUMENTS SUBMITTED TO THE COR AND THEY MUST BE APPROVED PRIOR TO THE EMPLOYEE STARTING WORK.	
THE COLLECTION AND SUBMISSION OF GSA FORM 139, RECORDING PRESENCE.	H.9	SUBMIT WITHIN 5 CALENDAR DAYS OF EACH MONTH’S END .	COR OR DESIGNEE.
AFFIRMATIVE PROCUREMENT PROGRAM (APP)	H.14	NO LATER THAN NOVEMBER 1 OF EACH YEAR, SUBMIT REPORT WITH DATA FOR THE PRECEDING TWELVE MONTH PERIOD ENDING SEPTEMBER 30. SEE SECTION J, FOR REPORT FORMAT	COR OR DESIGNEE
ASBESTOS AWARENESS TRAINING CERTIFICATION.	H.15	TRAINING WITHIN 60 CALENDAR DAYS AFTER START. CERTIFY COMPLETION WITHIN 5 DAYS OF TRAINING.	COR OR DESIGNEE.
QUALIFICATION OF EMPLOYEES (MAY 1989) PAPERWORK.	H.17.1 – 17.4	SUBMIT DOCUMENTATION 7 DAYS PRIOR TO	CO OR DESIGNEE.

DELIVERABLE	REFERENCE	DELIVERABLE DUE WORK.	POINT OF CONTACT
SUBMISSION OF RESUMES FOR NEW EMPLOYEES.	H.17.5	THE CONTRACTOR MUST SUBMIT RESUMES FOR ALL PERSONNEL PRIOR TO PERSONNEL BEGINNING WORK.	COR OR DESIGNEE.
STATE LICENSING – IF REQUIRED	H.11 & H .17.6	WITHIN 90 CALENDAR DAYS OF BEGINNING EMPLOYMENT.	COR OR DESIGNEE.
PRICE PROPOSAL FOR ADDITIONAL SERVICES WORK.	H.20.2	WITHIN 48 HOURS OF THE REQUEST.	CO OR COR.
CONTRACTOR PANDEMIC PLAN	H.22	WITHIN 30 CALENDAR DAYS OF START OF CONTRACT	COR OR DESIGNEE

J.3. EQUIPMENT AND SYSTEMS TO BE OPERATED, MAINTAINED AND REPAIRED

The equipment and systems to be operated, maintained and repaired under this contract includes all building mechanical, electrical, utility systems, fire protection systems and all equipment associated with HVAC systems within the property limits named in this solicitation, unless otherwise specified. Such equipment and systems may include, but are not limited to:

- (a) Air distribution systems (air handlers, ductwork, etc.)
- (b) All controls and controlled devices, including auxiliary equipment
- (c) Chilled water system
- (d) Clocks (central system)
- (e) Condenser water
- (f) Condensate system (building to utility connection)
- (g) Electric power and lighting apparatus
- (h) Electric transformers and switchgear
- (i) Emergency lights
- (j) Gas
- (k) Heating system (including boilers)
- (l) HVAC computer controls and monitoring systems
- (m) Manhole (electrical)
- (n) Mechanical refrigeration (centrifugal or absorption type)
- (o) Potable water (domestic water from city meter)
- (p) Sanitary sewage (building to city connection)
- (q) Water treatment
- (r) Door systems
- (s) Window, ceiling, wall and floor systems
- (t) Stairways and railings
- (u) Roof
- (v) Fuel oil tanks and pumps
- (w) Domestic hot water heat exchangers
- (x) Fire extinguishers
- (y) Water based Fire Protection Systems
- (z) Dry Chemical and Wet Chemical Fire Protection Systems
- (aa) Exit signage
- (ab) Smoke control and smoke exhaust systems
- (ac) Fire Alarm Systems
- (ad) Lawn Sprinklers
- (ae) Fire dampers, smoke dampers and combination fire/smoke dampers
- (af) Emergency Power Generators.
- (ag) Fire Doors and Windows.

J.4. EQUIPMENT INVENTORY LIST

RTW Enterprises Inc. Mpls. Federal Courthouse
Equipment/Asset List

Date printed: 03/01/2012

	Name	Category	Sub-Category	Asset #	Make	Model	Serial #	Location
1	_WORK ORDER							
2	225 UPS A/C	HVAC	A/C	15 UPS	COOL AIR	E4GASN	951115	Mpls. Federal Bld.
3	375 UPS A/C	HVAC	A/C	15 UPS	COOL AIR	E10G4A	951116	Mpls. Federal Bld.
4	75 UPS A/C	HVAC	A/C	15 UPS	COOL AIR	E5G4A	951114	Mpls. Federal Bld.
5	A.T.S.	ELECTRICAL	FACILITY	ALL	ASCO			Mpls. Federal Bld.
6	A/C 10-1 TRUSTEES	HVAC	A/C	10	LIEBERT	MME020WGF	91141	Mpls. Federal Bld.
7	A/C B1-1 PHONE RM.	HVAC	A/C	B-1				Mpls. Federal Bld.
8	A/C5-1 US ATTYS	HVAC	A/C	5	COOL AIR	MA5G4ASN1	96020	Mpls. Federal Bld.
9	A/C5-2 US ATTYS	HVAC	A/C	5	COOL AIR	MA5G4ASN1	960919	Mpls. Federal Bld.
10	AHU 10-1	HVAC	AHU	10	RACAN	CAU-31	700287-024-E	Mpls. Federal Bld.
11	AHU 10-2	HVAC	AHU	10	RACAN	RAD-17-A5	700278-025-E	Mpls. Federal Bld.
12	AHU 1-1	HVAC	AHU	1	RACAN	CAU-31	700287-001-E	Mpls. Federal Bld.
13	AHU 11-1	HVAC	AHU	11	RACAN	GSU-21	700287-026-E	Mpls. Federal Bld.
14	AHU 11-2	HVAC	AHU	11	RACAN	RAD-25-A8	700287-027-E	Mpls. Federal Bld.
15	AHU 1-2	HVAC	AHU	CAFE	MCQUAY	LSL122DH	35K00957-04	Mpls. Federal Bld.
16	AHU 12-1	HVAC	AHU	12	RACAN	CAU-31	700287-028-E	Mpls. Federal Bld.
17	AHU 12-2	HVAC	AHU	12	MCQUAY	MSB114EH	35K00951-00	Mpls. Federal Bld.
18	AHU 1-3	HVAC	AHU	1	RACAN	CAU-18	700287-002-E	Mpls. Federal Bld.
19	AHU 13-1	HVAC	AHU	13	RACAN	CAU-31	700287-029-E	Mpls. Federal Bld.
20	AHU 13-2	HVAC	AHU	13	MCQUAY	MSB114EH	35K00953-00	Mpls. Federal Bld.
21	AHU 14-1	HVAC	AHU	14	RACAN	CAU-31	700287-030-E	Mpls. Federal Bld.
22	AHU 14-2	HVAC	AHU	14	MCQUAY	MSB114EH	35K00952-00	Mpls. Federal Bld.
23	AHU 15-1	HVAC	AHU	15	RACAN		700237-031-E	Mpls. Federal Bld.
24	AHU 2-1	HVAC	AHU	2	MCQUAY	MSL108CH	35K00958-06	Mpls. Federal Bld.
25	AHU 2-2	HVAC	AHU	2	MCQUAY	MSL108CV	35M00013-06	Mpls. Federal Bld.
26	AHU 2-3	HVAC	AHU	2	RACAN	CAU-36	700287-033-E	Mpls. Federal Bld.
27	AHU 2-4	HVAC	AHU	2	RACAN	RAD-12-AS	700287-003-E	Mpls. Federal Bld.
28	AHU 3-1	HVAC	AHU	3				Mpls. Federal Bld.
29	AHU 3-2	HVAC	AHU	3				Mpls. Federal Bld.
30	AHU 3-3	HVAC	AHU	3				Mpls. Federal Bld.
31	AHU 3-4	HVAC	AHU	3				Mpls. Federal Bld.
32	AHU 3-5	HVAC	AHU	3				Mpls. Federal Bld.
33	AHU 4-1	HVAC	AHU	4	RACAN	AHU4-1	700287-008-E	Mpls. Federal Bld.
34	AHU 4-2	HVAC	AHU	4	RACAN	AHU4-2	700287-011-E	Mpls. Federal Bld.
35	AHU 4-3	HVAC	AHU	4	RACAN	CAU-18	700287-010-E	Mpls. Federal Bld.
36	AHU 4-4	HVAC	AHU	4	RACAN	CAU-18	700287-011-E	Mpls. Federal Bld.
37	AHU 5-1	HVAC	AHU	5	RACAN	CAU-18	700287-012-E	Mpls. Federal Bld.
38	AHU 5-2	HVAC	AHU	5	RACAN	AHU 5-2	7000287-013	Mpls. Federal Bld.
39	AHU 5-3	HVAC	AHU	5	RACAN	AHU 5-3	700287-014-E	Mpls. Federal Bld.
40	AHU 5-4	HVAC	AHU	5	RACAN	CAU-18	700287-015-E	Mpls. Federal Bld.
41	AHU 5-5	HVAC	AHU	5	MCQUAY	LSL104C	35K01555-06	Mpls. Federal Bld.
42	AHU 6-1	HVAC	AHU	6 RM. 6102	RACAN	CAU-18	700287-016-E	Mpls. Federal Bld.
43	AHU 6-2	HVAC	AHU	6	RACAN	AHU6-2	700287-017-E	Mpls. Federal Bld.
44	AHU 6-3	HVAC	AHU	6 RM. 611	RACAN	CAU-18	700287-035-E	Mpls. Federal Bld.
45	AHU 6-4	HVAC	AHU	6 RM. 611	RACAN	CAU-18	700287-019-E	Mpls. Federal Bld.

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	Name	Category	Sub-Category	Asset #	Make	Model	Serial #	Location
46	AHU 7-1	HVAC	AHU	7	RACAN	CAU-26	700287-036-E	Mpls. Federal Bld.
47	AHU 7-2	HVAC	AHU	7	MCQUAY	MSB114EH	35K00950-00	Mpls. Federal Bld.
48	AHU 8-1	HVAC	AHU	8	RACAN	CAU-26	700287-022-E	Mpls. Federal Bld.
49	AHU 8-2	HVAC	AHU	8	RACAN	MSB114E4	35K00948-00	Mpls. Federal Bld.
50	AHU 9-1	HVAC	AHU	9	RACAN	CAU-31	700287-023-E	Mpls. Federal Bld.
51	AHU 9-2	HVAC	AHU	9	MCQUAY	MSB114EH	35K00949-07	Mpls. Federal Bld.
52	AHU B2-1	HVAC	AHU	RANGE				Mpls. Federal Bld.
53	AHU SPH1	HVAC	AHU	PH				Mpls. Federal Bld.
54	AHU SPH2	HVAC	AHU	PH				Mpls. Federal Bld.
55	AHU SPH3	HVAC	AHU	PH				Mpls. Federal Bld.
56	AHU SPH4	HVAC	AHU	PH				Mpls. Federal Bld.
57	AHU SPH5	HVAC	AHU	PH				Mpls. Federal Bld.
58	AIR COMP. DRY-VALVE	FIRE SUPPRESSION	AIR COMPRESSOR	DOCK,RAMPS				Mpls. Federal Bld.
59	AIR COMPRESSOR (EMS)	HVAC	AIR COMPRESSOR	B-140				Mpls. Federal Bld.
60	BI-FOLD DOOR #1	DOORS	FACILITY	GSA ENT.	EPD	G898-01-A07		GSA Parking
61	BI-FOLD DOOR #2	DOORS	FACILITY	GSA EXIT	EPD	G898-01-A02		GSA Parking
62	BI-FOLD DOOR #3	DOORS	FACILITY	JDG. ENT.	EPD	G898-02-A00		GSA Parking
63	BI-FOLD DOOR #4	DOORS	FACILITY	JDG. EXIT	EPD	G898-01-A00		GSA Parking
64	BI-FOLD DOOR #5	DOORS	FACILITY	SALLYPORT	EPD	G898-01-A06		GSA Parking
65	C.R.U. #1	HVAC	COND. RETURN	B-139 GSA	ITT	75CBE-75-10	QDH383 232	Mpls. Federal Bld.
66	C.R.U. #2	HVAC	COND. RETURN	B-139 CITY	ITT	23 CBE-9-10	QDH384 232	Mpls. Federal Bld.
67	C.R.U. #3	HVAC	COND. RETURN	B-139 3 BANK	ITT	36CB37-20	QDK-375 278	Mpls. Federal Bld.
68	C.R.U. A-4	HVAC	COND. RETURN	B-139 DOM.	ITT	WCD12-20-B	160082 K59	Mpls. Federal Bld.
69	C.R.U. A-5	HVAC	COND. RETURN	CAFE				Mpls. Federal Bld.
70	C.R.U. A-6	HVAC	COND. RETURN	110				Mpls. Federal Bld.
71	C.R.U. A-7	HVAC	COND. RETURN	MAIL RM.				Mpls. Federal Bld.
72	C.R.U. A-8	HVAC	COND. RETURN	PH				Mpls. Federal Bld.
73	C.R.U. A-9	HVAC	COND. RETURN	TUNNEL				Mpls. Federal Bld.
74	CAFE COMBI OVEN	CAFE	COOKING EQUIP.	REAR KITCHEN				Mpls. Federal Bld.
75	CAFE DISHWASHER	CAFE	DISHWASHER	KITCHEN				Mpls. Federal Bld.
76	CAFE FREEZER	CAFE	FREEZER	KITCHEN	DELFIELD	407CA	08091520027	Mpls. Federal Bld.
77	CAFE FRYER	CAFE	FRYER	KITCHEN				Mpls. Federal Bld.
78	CAFE GRIDDLE (2)	CAFE	COOKING EQUIP.	SERV. LINE				Mpls. Federal Bld.
79	CAFE HOOD (2)	CAFE	EXHAUST FAN	CAFE				Mpls. Federal Bld.
80	CAFE ICE DISP.	CAFE	ICE DISPENSER	SERV. LINE				Mpls. Federal Bld.
81	CAFE ICE MAKER	CAFE	ICE MAKER	KITCHEN				Mpls. Federal Bld.
82	CAFE KETTLE	CAFE	COOKING EQUIP.	KITCHEN				Mpls. Federal Bld.
83	CAFE KITCHEN (10)	CAFE	SMALL APPLIANCE	KITCHEN				Mpls. Federal Bld.
84	CAFE REFRIGERATORS (5)	CAFE	REFRIGERATOR	KITCHEN				Mpls. Federal Bld.
85	CAFE TAYLOR	CAFE	ICE CREAM MACHINE	KITCHEN				Mpls. Federal Bld.
86	CAFE WALK IN FREEZER	CAFE	FREEZER	KITCHEN	KOLPAK		962851870R	Mpls. Federal Bld.
87	CAFE WALK IN FRIDGE	CAFE	REFRIGERATOR	KITCHEN	KOLPAK		962851872R	Mpls. Federal Bld.
88	CAFE WATER FILTER (4)	CAFE	WATER FILTER	KITCHEN				Mpls. Federal Bld.
89	CAFE WOLF RANGE	CAFE	COOKING EQUIP.	REAR KITCHEN				Mpls. Federal Bld.
90	CH. WATER PUMPS (2)	HVAC	PUMP	PH	BELL&GOSS	VSC9-625BF	1937941,2	Mpls. Federal Bld.

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	Name	Category	Sub-Category	Asset #	Make	Model	Serial #	Location
91	CH. WATER PUMPS (3)	HVAC	PUMP	B140	BELL&GOSS	VSCS11-875	1818443,4,5	Mpls. Federal Bld.
92	CHW JOCKEY PUMP (2)	HVAC	PUMP	PH,6	MARATHON	EE0052,EE00		Mpls. Federal Bld.
93	CHW PLATE EXCHANGER	HVAC	HEX	8				Mpls. Federal Bld.
94	CSO 1	HVAC	AHU	CSO	DATA AIR	DAMC 0112	98-1477-A	Mpls. Federal Bld.
95	CSO 2	HVAC	AHU	CSO	DATA AIR	DAMC-0112	98-1476-A	Mpls. Federal Bld.
96	DOM. WATER PUMP	PLUMBING	PUMP	B141	NAMCO			Mpls. Federal Bld.
97	DOMESTIC HEX #1	HVAC	HEX	B139				Mpls. Federal Bld.
98	DOMESTIC HEX #2	HVAC	HEX	B139				Mpls. Federal Bld.
99	ECON PH 1 6 BANK ELEV MA	HVAC	SUPPLY FAN	PH	2011			Mpls. Federal Bld.
100	ECON PH 2 UPS RMS	HVAC	SUPPLY FAN	PH				Mpls. Federal Bld.
101	ECON PH 3 PH ELEV MACH R	HVAC	SUPPLY FAN	PH				Mpls. Federal Bld.
102	ELEC. DISTRIBUTION	ELECTRICAL	FACILITY	ALL				Mpls. Federal Bld.
103	ELECTRIC BOILER	HVAC	BOILER	PH				Mpls. Federal Bld.
104	EMER. GENERATOR	ELECTRICAL	FACILITY	ROOF GEN.				Mpls. Federal Bld.
105	EQUIP. TOURS	WORK ORDER	FACILITY					Mpls. Federal Bld.
106	EXH. FAN 1-1	HVAC	EXHAUST FAN	1	GREENHECK	BSQ-130-7-X	95L09716	Mpls. Federal Bld.
107	EXH. FAN 1-2	HVAC	EXHAUST FAN	DOCK				Mpls. Federal Bld.
108	EXH. FAN 1-3	HVAC	EXHAUST FAN	DOCK	GREENHECK	BSQ-70-4-X	95L08778	Mpls. Federal Bld.
109	EXH. FAN 1-4	HVAC	EXHAUST FAN	117				Mpls. Federal Bld.
110	EXH. FAN 1-5	HVAC	EXHAUST FAN	1	GREENHECK	BSQ-130-7-X	95L09718	Mpls. Federal Bld.
111	EXH. FAN 1-6	HVAC	EXHAUST FAN	CAFE		B00240LFZA	95X11505	Mpls. Federal Bld.
112	EXH. FAN 6-1	HVAC	EXHAUST FAN	6				Mpls. Federal Bld.
113	EXH. FAN B1-1	HVAC	EXHAUST FAN	B-139	GREENHECK	TAB-36-30-X	95L08655	Mpls. Federal Bld.
114	EXH. FAN B1-10	HVAC	EXHAUST FAN	B-1				GSA Parking
115	EXH. FAN B1-11	HVAC	EXHAUST FAN	CITY RAMP				Public Parking
116	EXH. FAN B1-12	HVAC	EXHAUST FAN	CITY RAMP				Public Parking
117	EXH. FAN B1-13	HVAC	EXHAUST FAN	P-1				GSA Parking
118	EXH. FAN B1-14	HVAC	EXHAUST FAN	P-1				GSA Parking
119	EXH. FAN B1-15	HVAC	EXHAUST FAN	P-1				GSA Parking
120	EXH. FAN B1-16	HVAC	EXHAUST FAN	P-1				GSA Parking
121	EXH. FAN B1-17	HVAC	EXHAUST FAN	P-1				GSA Parking
122	EXH. FAN B1-2	HVAC	EXHAUST FAN	B146				Mpls. Federal Bld.
123	EXH. FAN B1-3	HVAC	EXHAUST FAN	B140	GREENHECK	TAB-18-L-7-X	95L08653	Mpls. Federal Bld.
124	EXH. FAN B1-4	HVAC	EXHAUST FAN	B143	GREENHECK	BSQ-70-3	95L08775	Mpls. Federal Bld.
125	EXH. FAN B1-5	HVAC	EXHAUST FAN	B142	GREENHECK	TAB-36-30-X	95L08656	Mpls. Federal Bld.
126	EXH. FAN B1-6	HVAC	EXHAUST FAN	B140	GREENHECK	BSQ-80-4	95L08780	Mpls. Federal Bld.
127	EXH. FAN B1-7	HVAC	EXHAUST FAN	P-1				Mpls. Federal Bld.
128	EXH. FAN B1-8	HVAC	EXHAUST FAN	CITY RAMP				Public Parking
129	EXH. FAN B1-9	HVAC	EXHAUST FAN	B-1				GSA Parking
130	EXH. FAN B2-1	HVAC	EXHAUST FAN	JDG. PRK.				GSA Parking
131	EXH. FAN B2-10	HVAC	EXHAUST FAN	B2				GSA Parking
132	EXH. FAN B2-11	HVAC	EXHAUST FAN	B2				GSA Parking
133	EXH. FAN B2-12	HVAC	EXHAUST FAN	B2				GSA Parking
134	EXH. FAN B2-13	HVAC	EXHAUST FAN	B2				GSA Parking
135	EXH. FAN B2-14	HVAC	EXHAUST FAN	B2				GSA Parking

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136	EXH. FAN B2-15	HVAC	EXHAUST FAN	B2				GSA Parking
137	EXH. FAN B2-16	HVAC	EXHAUST FAN	B2				GSA Parking
138	EXH. FAN B2-2	HVAC	EXHAUST FAN	JDG. PRK.				GSA Parking
139	EXH. FAN B2-3	HVAC	EXHAUST FAN	JDG. PRK.				GSA Parking
140	EXH. FAN B2-4	HVAC	EXHAUST FAN	JDG. PRK.				GSA Parking
141	EXH. FAN B2-5	HVAC	EXHAUST FAN	JDG. PRK.				GSA Parking
142	EXH. FAN B2-6	HVAC	EXHAUST FAN	B2				GSA Parking
143	EXH. FAN B2-7	HVAC	EXHAUST FAN	B2				GSA Parking
144	EXH. FAN B2-8	HVAC	EXHAUST FAN	B2				GSA Parking
145	EXH. FAN B2-9	HVAC	EXHAUST FAN	B2				GSA Parking
146	EXH. FAN B3-1	HVAC	EXHAUST FAN	P3				Public Parking
147	EXH. FAN B3-2	HVAC	EXHAUST FAN	P3				Public Parking
148	EXH. FAN B3-3	HVAC	EXHAUST FAN	P3				Public Parking
149	EXH. FAN B3-4	HVAC	EXHAUST FAN	P3				Public Parking
150	EXH. FAN B3-5	HVAC	EXHAUST FAN	P3	GREENHECK	SBE-3H30-30	95L14086	Public Parking
151	EXH. FAN B3-6	HVAC	EXHAUST FAN	P3	GREENHECK	SBE-3H30-30	95L14087	Public Parking
152	EXH. FAN B3-7	HVAC	EXHAUST FAN	P3	GREENHECK	TAB-48-100	95L07123	Public Parking
153	EXH. FAN B4-1	HVAC	EXHAUST FAN	P4	GREENHECK	SBCE-3H30-2	95L14039	Public Parking
154	EXH. FAN B4-2	HVAC	EXHAUST FAN	P4	GREENHECK	SBCE-3H30-2	95L14040	Public Parking
155	EXH. FAN B4-3	HVAC	EXHAUST FAN	P4	GREENHECK	SBCE-3H30-2	95L14041	Public Parking
156	EXH. FAN B4-4	HVAC	EXHAUST FAN	P4	GREENHECK	SBCE-3H30-2	95L14042	Public Parking
157	EXH. FAN KEF1-1	HVAC	EXHAUST FAN	KITCHEN				Mpls. Federal Bld.
158	EXH. FAN KEF1-2	HVAC	EXHAUST FAN	KITCHEN				Mpls. Federal Bld.
159	EXH. FAN MER-1	HVAC	EXHAUST FAN	PH				Mpls. Federal Bld.
160	EXH. FAN MER-2	HVAC	EXHAUST FAN	PH				Mpls. Federal Bld.
161	EXH. FAN PH1-1	HVAC	EXHAUST FAN	PH				Mpls. Federal Bld.
162	EXH. FAN PH1-2	HVAC	EXHAUST FAN	PH				Mpls. Federal Bld.
163	EXH. FAN PH1-3	HVAC	EXHAUST FAN	PH				Mpls. Federal Bld.
164	FAN SEF 6-2	HVAC	SUPPLY FAN	607				Mpls. Federal Bld.
165	FAN SEF 6-3	HVAC	SUPPLY FAN	607				Mpls. Federal Bld.
166	FAN SEF PH-1	HVAC	SUPPLY FAN	PH				Mpls. Federal Bld.
167	FAN SF 6-1	HVAC	SUPPLY FAN	607				Mpls. Federal Bld.
168	FAN SF 6-2	HVAC	SUPPLY FAN	607				Mpls. Federal Bld.
169	FAN SF B1-1	HVAC	SUPPLY FAN	B139	GREENHECK	TAB-36-30-X	95L08657	Mpls. Federal Bld.
170	FAN SF B1-2	HVAC	SUPPLY FAN	B140	GREENHECK	TAB18L5X	95TO8652	Mpls. Federal Bld.
171	FAN SF B1-3	HVAC	SUPPLY FAN	B139	GREENHECK	TAB18L5X	95TO8653	Mpls. Federal Bld.
172	FAN SF B1-4	HVAC	SUPPLY FAN	B145	GREENHECK	BSQ-140-10-	95L07844	Mpls. Federal Bld.
173	FAN SF B1-5	HVAC	SUPPLY FAN	B142	GREENHECK	TAB-36-30-X	95L08658	Mpls. Federal Bld.
174	FAN SF B1-6	HVAC	SUPPLY FAN	B141	GREENHECK	BSO-80-4	95L08781	Mpls. Federal Bld.
175	FAN SF B2-1	HVAC	SUPPLY FAN	B2				Mpls. Federal Bld.
176	FAN SF B2-2	HVAC	SUPPLY FAN	B2				Mpls. Federal Bld.
177	FAN SF B2-3	HVAC	SUPPLY FAN	B2				Mpls. Federal Bld.
178	FAN SF B2-4	HVAC	SUPPLY FAN	B2				Mpls. Federal Bld.
179	FAN SF B2-5	HVAC	SUPPLY FAN	B2				Mpls. Federal Bld.
180	FAN SF B2-6	HVAC	SUPPLY FAN	B2				Mpls. Federal Bld.

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181	FAN SF B2-7	HVAC	SUPPLY FAN	B2				Mpls. Federal Bld.
182	FAN SF B2-8	HVAC	SUPPLY FAN	B2				Mpls. Federal Bld.
183	FAN SF B2-9	HVAC	SUPPLY FAN	B2				Mpls. Federal Bld.
184	FAN SF B3-1	HVAC	SUPPLY FAN	B3				Mpls. Federal Bld.
185	FAN SF B3-2	HVAC	SUPPLY FAN	B3				Mpls. Federal Bld.
186	FAN SF B4-1	HVAC	SUPPLY FAN	B4				Mpls. Federal Bld.
187	FAN SF PH-4	HVAC	SUPPLY FAN	PH				Mpls. Federal Bld.
188	FAN SF PH-5	HVAC	SUPPLY FAN	PH				Mpls. Federal Bld.
189	FAN SF PH-7	HVAC	SUPPLY FAN	PH				Mpls. Federal Bld.
190	FAN TEF 11TH (2)	HVAC	EXHAUST FAN	11TH. FLR.				Mpls. Federal Bld.
191	FAN TEF 12TH (4)	HVAC	EXHAUST FAN	12TH. FLR.				Mpls. Federal Bld.
192	FAN TEF 13TH (6)	HVAC	EXHAUST FAN	13TH. FLR.				Mpls. Federal Bld.
193	FAN TEF 14TH (6)	HVAC	EXHAUST FAN	14TH. FLR.				Mpls. Federal Bld.
194	FAN TEF 15TH (4)	HVAC	EXHAUST FAN	15TH. FLR.				Mpls. Federal Bld.
195	FAN TEF 1ST (4)	HVAC	EXHAUST FAN	1ST FLR.				Mpls. Federal Bld.
196	FAN TEF 2ND (4)	HVAC	EXHAUST FAN	2ND. FLR.				Mpls. Federal Bld.
197	FAN TEF 3RD. (10)	HVAC	EXHAUST FAN	3RD. FLR.				Mpls. Federal Bld.
198	FAN TEF 4TH. (11)	HVAC	EXHAUST FAN	4TH. FLR.				Mpls. Federal Bld.
199	FAN TEF 5TH (1)	HVAC	EXHAUST FAN	5TH. FLR.				Mpls. Federal Bld.
200	FAN TEF 6TH (4)	HVAC	EXHAUST FAN	6TH. FLR.				Mpls. Federal Bld.
201	FAN TEF 7TH (2)	HVAC	EXHAUST FAN	7TH. FLR.				Mpls. Federal Bld.
202	FAN TEF 8TH (3)	HVAC	EXHAUST FAN	8TH. FLR.				Mpls. Federal Bld.
203	FAN TEF 9TH (6)	HVAC	EXHAUST FAN	9TH. FLR.				Mpls. Federal Bld.
204	FAN TEF B-1 (2)	HVAC	EXHAUST FAN	ALL B1				Mpls. Federal Bld.
205	FAN TEF B-2 (4)	HVAC	EXHAUST FAN	ALL B4				Mpls. Federal Bld.
206	FCU B2-1	HVAC	AHU	CTY RAMP				Public Parking
207	FCU B2-2	HVAC	AHU	JDG. PRK.				Mpls. Federal Bld.
208	FCU B2-3	HVAC	AHU	WPNS CLEAN				Mpls. Federal Bld.
209	FCU SS	HVAC	A/C	7,SS	MAGIC AIRE	HBB12-6W	W070802097	Mpls. Federal Bld.
210	FCU USDC	HVAC	A/C	208				Mpls. Federal Bld.
211	FCU USMS	HVAC	A/C	1007	MAGICAIRE	HBB08-6W	W080920103	Mpls. Federal Bld.
212	FILTERS	HVAC	SUPPLY FAN	B1,B2				Mpls. Federal Bld.
213	FIRE ALARM SYSTEM	FIRE ALARM	FACILITY	ALL				Mpls. Federal Bld.
214	FIRE DEPT. CONNECT	FIRE SUPPRESSION	FACILITY	OUTSIDE				Mpls. Federal Bld.
215	FIRE EXT.	FIRE SUPPRESSION	EXTINGUISHER	ALL				Mpls. Federal Bld.
216	FIRE PUMP	FIRE SUPPRESSION	PUMP	B-1				Mpls. Federal Bld.
217	FUEL OIL PUMPS (4)	PLUMBING	PUMP	P-2				Mpls. Federal Bld.
218	FUEL OIL TANK	PLUMBING	UNDERGROUND TANK	P-1				Mpls. Federal Bld.
219	GLYCOL PUMPS (6)	HVAC	PUMP	B139				Mpls. Federal Bld.
220	HB1-3	HVAC	AHU	TUNNEL	TRANE		K96L07533A	Mpls. Federal Bld.
221	HEAT EXCHANGER #1	HVAC	HEX	B139				Mpls. Federal Bld.
222	HEAT EXCHANGER #2	HVAC	HEX	B139				Mpls. Federal Bld.
223	HEAT EXCHANGER #3	HVAC	HEX	B139				Mpls. Federal Bld.
224	HEAT EXCHANGER #4	HVAC	HEX	B139				Mpls. Federal Bld.
225	HEAT EXCHANGER #5	HVAC	HEX	B139				Mpls. Federal Bld.

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226	HEAT EXCHANGER #6	HVAC	HEX	B139				Mpls. Federal Bld.
227	HEAT EXCHANGER #7	HVAC	HEX	B139				Mpls. Federal Bld.
228	HEAT EXCHANGER #8	HVAC	HEX	B139				Mpls. Federal Bld.
229	HEATING PUMP (5)	HVAC	PUMP	B139				Mpls. Federal Bld.
230	HUMIDIFIERS, PH+6	HVAC	HUMIDIFIER	PH,6	ARMSTRONG	93AM/94HAM	6778/4738	Mpls. Federal Bld.
231	HV1-1	HVAC	AHU	MAIL RM.	MCQUAY			Mpls. Federal Bld.
232	HV1-2	HVAC	AHU	MAIL RM.	MCQUAY			Mpls. Federal Bld.
233	HV1-3	HVAC	AHU	KITCHEN				Mpls. Federal Bld.
234	HV1-4	HVAC	AHU	KITCHEN				Mpls. Federal Bld.
235	HV2-1	HVAC	AHU	STR. 7				Mpls. Federal Bld.
236	HVB1-1	HVAC	AHU	B120	MCQUAY		35K018332-0	Mpls. Federal Bld.
237	HVB1-2	HVAC	AHU	STAIR 11 ON P1	MCQUAY	LHD106CH	35K01557-06	Mpls. Federal Bld.
238	KITCHEN HEX #3	HVAC	HEX	B139				Mpls. Federal Bld.
239	KITCHEN HEX #4	HVAC	HEX	B139				Mpls. Federal Bld.
240	LIGHTS	ELECTRICAL	LAMP/BALLAST					Mpls. Federal Bld.
241	LOADING RAMP (5)	DOCK EQUIP.	LEVELER	RECEIVING AREA	ADVANCE LI	3250		Mpls. Federal Bld.
242	MASTER CLOCK	ELECTRICAL	FACILITY	B154				Mpls. Federal Bld.
243	New Equipment							
244	New Equipment							
245	New Equipment							
246	New Equipment							
247	New Equipment							
248	New Equipment							
249	New Equipment							
250	New Equipment							
251	OA 6-1	HVAC	AHU	607	RACAN	OAHU-61	700287-020-E	Mpls. Federal Bld.
252	OA 6-1 HEX	HVAC	HEX	607				Mpls. Federal Bld.
253	OAPH-1	HVAC	AHU	PH	MCQUAY		MSL906	Mpls. Federal Bld.
254	OAPH-1 HEX	HVAC	HEX	PH				Mpls. Federal Bld.
255	OVERHEAD DOOR	DOORS	FACILITY	DOCK	ASI	109D	111102	Mpls. Federal Bld.
256	OVERHEAD DOOR #1	DOORS	FACILITY	DOCK	LINK DOOR F	GH-50-43-B2	11872010000	Mpls. Federal Bld.
257	OVERHEAD DOOR #2	DOORS	FACILITY	DOCK	LINK DOOR F	GH-50-43-B2	11872010000	Mpls. Federal Bld.
258	OVERHEAD DOOR #3	DOORS	FACILITY	DOCK	LINK DOOR F	GH-50-43-B2	11872010000	Mpls. Federal Bld.
259	OVERHEAD DOOR #4	DOORS	FACILITY	DOCK	LINK DOOR F	GH-50-43-B2	11872010000	Mpls. Federal Bld.
260	OVERHEAD DOOR #5	DOORS	FACILITY	DOCK	LINK DOOR F	GH-50-43-B2	11872010000	Mpls. Federal Bld.
261	RAMP DRAINS	PLUMBING	FACILITY	GSA RAMP				GSA Parking
262	RAMP DRAINS	PLUMBING	FACILITY	RAMP				Public Parking
263	ROOF	ROOF	FACILITY	ROOF				Mpls. Federal Bld.
264	RPZ (4)	PLUMBING	PLUMBING	ALL				Mpls. Federal Bld.
265	RTWadmin.work							
266	SAFETY EYE WASH	SAFETY	EYE WASH	UPS BATTERY RM.				Mpls. Federal Bld.
267	SAFETY SHOWER	SAFETY	SHOWER	UPS BATTERY RM.				Mpls. Federal Bld.
268	SB1-1	HVAC	AHU	B1 B125	MCQUAY	LSL114DN	35K00954-04	Mpls. Federal Bld.
269	SB1-2	HVAC	AHU	B1 B153				Mpls. Federal Bld.
270	SB1-3	HVAC	AHU	P1 W. ELEV. LOBBY	MCQUAY			Mpls. Federal Bld.

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	Name	Category	Sub-Category	Asset #	Make	Model	Serial #	Location
271	SEWAGE PUMP (3)	PLUMBING	PUMP	P-4				Public Parking
272	SIEMENS BAS	HVAC	FACILITY	B154				Mpls. Federal Bld.
273	SLIDING DOOR #1	DOORS	FACILITY	LOBBY EAST				Mpls. Federal Bld.
274	SLIDING DOOR #2	DOORS	FACILITY	LOBBY EAST				Mpls. Federal Bld.
275	SLIDING DOOR #3	DOORS	FACILITY	LOBBY WEST				Mpls. Federal Bld.
276	SLIDING DOOR #4	DOORS	FACILITY	LOBBY WEST				Mpls. Federal Bld.
277	SLIDING DOOR #5	DOORS	FACILITY	3rd AVE				Mpls. Federal Bld.
278	SLIDING DOOR #6	DOORS	FACILITY	3rd AVE				Mpls. Federal Bld.
279	SUMP PUMP (3)	PLUMBING	PUMP	P-4				Public Parking
280	Thrush Hot Pak HW Heater	PLUMBING	HEATER	Steam Room	Thrush Hot P	DSH1032 699	95895	Mpls. Federal Bld.
281	Thrush Hot Pak HW Heater	PLUMBING	HEATER	Steam Room	Thrush Hot P	DSH1032-6 9	95894	Mpls. Federal Bld.
282	TRASH COMPACTOR (2)	DOCK EQUIP.	COMPACTOR	DOCK				Mpls. Federal Bld.
283	UNIT HEATER (ELECTRIC 28)	HVAC	HEATER					Mpls. Federal Bld.
284	UNIT HEATER (H.WATER 20)	HVAC	HEATER					Mpls. Federal Bld.
285	UPS, 3 UNITS	ELECTRICAL	UPS	15 UPS				Mpls. Federal Bld.
286	UPV CERTIFICATION	HVAC	UPV	ALL				Mpls. Federal Bld.
287	V 502							
288	V1001	HVAC		10103	TITUS			Mpls. Federal Bld.
289	V1002	HVAC		10104	TITUS			Mpls. Federal Bld.
290	V1003	HVAC		10101	TITUS			Mpls. Federal Bld.
291	V1004	HVAC		10103	TITUS			Mpls. Federal Bld.
292	V1005	HVAC		101034	TITUS			Mpls. Federal Bld.
293	V1006	HVAC		10253	TITUS			Mpls. Federal Bld.
294	V1007	HVAC			TITUS			Mpls. Federal Bld.
295	V1008	HVAC		10255	TITUS			Mpls. Federal Bld.
296	V1009	HVAC		10250	TITUS			Mpls. Federal Bld.
297	V101	HVAC	AHU	104	TITUS	2025		Mpls. Federal Bld.
298	V1010	HVAC		10204	TITUS			Mpls. Federal Bld.
299	V1011	HVAC		10224	TITUS			Mpls. Federal Bld.
300	V1014	HVAC	AHU	10207	TITUS			Mpls. Federal Bld.
301	V1015	HVAC		10211	TITUS			Mpls. Federal Bld.
302	V1016	HVAC		10210	TITUS			Mpls. Federal Bld.
303	V1017	HVAC		10214	TITUS			Mpls. Federal Bld.
304	V1018	HVAC		10215	TITUS			Mpls. Federal Bld.
305	V1019	HVAC		10218	TITUS			Mpls. Federal Bld.
306	V102	HVAC		104	TITUS	2025		Mpls. Federal Bld.
307	V1020	HVAC		10217	TITUS			Mpls. Federal Bld.
308	V1022	HVAC		10220	TITUS			Mpls. Federal Bld.
309	V1023	HVAC		10237	TITUS			Mpls. Federal Bld.
310	V1024	HVAC		10231	TITUS			Mpls. Federal Bld.
311	V1025	HVAC		10234	TITUS			Mpls. Federal Bld.
312	V1026	HVAC		10241	TITUS			Mpls. Federal Bld.
313	V103	HVAC			TITUS	2025		Mpls. Federal Bld.
314	V104	HVAC			TITUS	2025		Mpls. Federal Bld.
315	V105	HVAC			TITUS	2025		Mpls. Federal Bld.

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316	V106	HVAC			TITUS	2025		Mpls. Federal Bld.
317	V107	HVAC			TITUS	2025		Mpls. Federal Bld.
318	V108	HVAC		111	TITUS	2025		Mpls. Federal Bld.
319	V109	HVAC			TITUS	2025		Mpls. Federal Bld.
320	V110	HVAC			TITUS	2025		Mpls. Federal Bld.
321	V1101	HVAC		11101	TITUS			Mpls. Federal Bld.
322	V1102	HVAC			TITUS			Mpls. Federal Bld.
323	V1103	HVAC			TITUS			Mpls. Federal Bld.
324	V1104	HVAC		11 11B	TITUS			Mpls. Federal Bld.
325	V1105	HVAC		11144	TITUS			Mpls. Federal Bld.
326	V1106	HVAC		11127	TITUS			Mpls. Federal Bld.
327	V1107	HVAC		11127	TITUS			Mpls. Federal Bld.
328	V1108	HVAC		11129	TITUS			Mpls. Federal Bld.
329	V1109	HVAC		11128	TITUS			Mpls. Federal Bld.
330	V111	HVAC			TITUS	2025		Mpls. Federal Bld.
331	V1110	HVAC		11136				Mpls. Federal Bld.
332	v1111	HVAC		11136	titus			Mpls. Federal Bld.
333	v1112	HVAC		11143	TITUS			Mpls. Federal Bld.
334	V1113	HVAC		11141	TITUS			Mpls. Federal Bld.
335	V1114	HVAC		11141	TITUS			Mpls. Federal Bld.
336	V1115	HVAC		11139	TITUS			Mpls. Federal Bld.
337	V1116	HVAC		11140	TITUS			Mpls. Federal Bld.
338	V1117	HVAC		11138	TITUS			Mpls. Federal Bld.
339	V1118	HVAC		11123	TITUS			Mpls. Federal Bld.
340	V1119	HVAC		11120	TITUS			Mpls. Federal Bld.
341	V112	HVAC			TITUS	2025		Mpls. Federal Bld.
342	V1120	HVAC		11118	TITUS			Mpls. Federal Bld.
343	V1121	HVAC		11115	TITUS			Mpls. Federal Bld.
344	V1122	HVAC		11108	TITUS			Mpls. Federal Bld.
345	V1123	HVAC		11111	TITUS			Mpls. Federal Bld.
346	V1124	HVAC		11117	TITUS			Mpls. Federal Bld.
347	V1125	HVAC		11134	TITUS			Mpls. Federal Bld.
348	V113	HVAC			TITUS	2025		Mpls. Federal Bld.
349	V114	HVAC		116	TITUS	2025		Mpls. Federal Bld.
350	V1201	HVAC		12101	TITUS			Mpls. Federal Bld.
351	V1202	HVAC		12105	TITUS			Mpls. Federal Bld.
352	V1203	HVAC		12128	TITUS			Mpls. Federal Bld.
353	V1204	HVAC		1212 B	TITUS			Mpls. Federal Bld.
354	V1205	HVAC		12132	TITUS			Mpls. Federal Bld.
355	V1206	HVAC		12126	TITUS			Mpls. Federal Bld.
356	V1207	HVAC		12107	TITUS			Mpls. Federal Bld.
357	V1208	HVAC		12111	TITUS			Mpls. Federal Bld.
358	V1209	HVAC		12 12E	TITUS			Mpls. Federal Bld.
359	V1210	HVAC		12112	TITUS			Mpls. Federal Bld.
360	V1213	HVAC		121109	TITUS			Mpls. Federal Bld.

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361	V1214	HVAC		12118	TITUS			Mpls. Federal Bld.
362	V1215	HVAC		12116	TITUS			Mpls. Federal Bld.
363	V1216	HVAC		12118	TITUS			Mpls. Federal Bld.
364	V1217	HVAC		12201	TITUS			Mpls. Federal Bld.
365	V1218	HVAC		12205	TITUS			Mpls. Federal Bld.
366	V1219	HVAC		12204	TITUS			Mpls. Federal Bld.
367	V1220	HVAC		12203	TITUS			Mpls. Federal Bld.
368	V1221	HVAC		12228	TITUS			Mpls. Federal Bld.
369	V1222	HVAC		12227	TITUS			Mpls. Federal Bld.
370	V1223	HVAC		12226	TITUS			Mpls. Federal Bld.
371	V1224	HVAC		12222	TITUS			Mpls. Federal Bld.
372	V1225	HVAC		12223	TITUS			Mpls. Federal Bld.
373	V1301	HVAC		13101	TITUS			Mpls. Federal Bld.
374	V1302	HVAC		13105	TITUS			Mpls. Federal Bld.
375	V1303	HVAC		13148	TITUS			Mpls. Federal Bld.
376	V1304	HVAC		13 13B	TITUS			Mpls. Federal Bld.
377	V1305	HVAC		13152	TITUS			Mpls. Federal Bld.
378	V1306	HVAC		13138	TITUS			Mpls. Federal Bld.
379	V1307	HVAC		13107	TITUS			Mpls. Federal Bld.
380	V1308	HVAC		13114	TITUS			Mpls. Federal Bld.
381	V1309	HVAC		13110	TITUS			Mpls. Federal Bld.
382	V1310	HVAC		13111	TITUS			Mpls. Federal Bld.
383	V1311	HVAC		13115	TITUS			Mpls. Federal Bld.
384	V1312	HVAC		13116	TITUS			Mpls. Federal Bld.
385	V1313	HVAC		13117	TITUS			Mpls. Federal Bld.
386	V1314	HVAC		13122	TITUS			Mpls. Federal Bld.
387	V1315	HVAC		13 13F	TITUS			Mpls. Federal Bld.
388	V1316	HVAC		13128	TITUS			Mpls. Federal Bld.
389	V1317	HVAC		13 13D	TITUS			Mpls. Federal Bld.
390	V1318	HVAC		13138	TITUS			Mpls. Federal Bld.
391	V1319	HVAC		13138	TITUS			Mpls. Federal Bld.
392	V1401	HVAC		14101	TITUS			Mpls. Federal Bld.
393	V1402	HVAC		14105	TITUS			Mpls. Federal Bld.
394	V1403	HVAC		14148	TITUS			Mpls. Federal Bld.
395	V1404	HVAC		14 14B	TITUS			Mpls. Federal Bld.
396	V1405	HVAC		14152	TITUS			Mpls. Federal Bld.
397	V1406	HVAC		14138	TITUS			Mpls. Federal Bld.
398	V1407	HVAC		14107	TITUS			Mpls. Federal Bld.
399	V1408	HVAC		14114	TITUS			Mpls. Federal Bld.
400	V1409	HVAC		14110	TITUS			Mpls. Federal Bld.
401	V1410	HVAC		14111	TITUS			Mpls. Federal Bld.
402	V1411	HVAC		14116	TITUS			Mpls. Federal Bld.
403	V1412	HVAC		14121	TITUS			Mpls. Federal Bld.
404	V1413	HVAC		14117	TITUS			Mpls. Federal Bld.
405	V1414	HVAC		14122	TITUS			Mpls. Federal Bld.

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406	V1415	HVAC		14 14F	TITUS			Mpls. Federal Bld.
407	V1416	HVAC		14128	TITUS			Mpls. Federal Bld.
408	V1417	HVAC		14 14D	TITUS			Mpls. Federal Bld.
409	V1418	HVAC		14138	TITUS			Mpls. Federal Bld.
410	V1419	HVAC		14138	TITUS			Mpls. Federal Bld.
411	V1501	HVAC		15101	TITUS			Mpls. Federal Bld.
412	V1502	HVAC		15103	TITUS			Mpls. Federal Bld.
413	V1503	HVAC		15107	TITUS			Mpls. Federal Bld.
414	V1504	HVAC		15109	TITUS			Mpls. Federal Bld.
415	V1505	HVAC		15111	TITUS			Mpls. Federal Bld.
416	V1506	HVAC		15112	TITUS			Mpls. Federal Bld.
417	V1507	HVAC		15121	TITUS			Mpls. Federal Bld.
418	V1508	HVAC		15121	TITUS			Mpls. Federal Bld.
419	V1509	HVAC		15130	TITUS			Mpls. Federal Bld.
420	V1510	HVAC		15130	TITUS			Mpls. Federal Bld.
421	V1511	HVAC		15133	TITUS			Mpls. Federal Bld.
422	V1512	HVAC		15124	TITUS			Mpls. Federal Bld.
423	V1513	HVAC		15126	TITUS			Mpls. Federal Bld.
424	V201	HVAC		257	TITUS	2025		Mpls. Federal Bld.
425	V202	HVAC		256	TITUS	2025		Mpls. Federal Bld.
426	V203	HVAC		252	TITUS	2025		Mpls. Federal Bld.
427	V204	HVAC		230	TITUS	2025		Mpls. Federal Bld.
428	V205	HVAC			TITUS	2025		Mpls. Federal Bld.
429	V206	HVAC		235	TITUS	2025		Mpls. Federal Bld.
430	V207	HVAC		252	TITUS	2025		Mpls. Federal Bld.
431	V208	HVAC		256	TITUS	2025		Mpls. Federal Bld.
432	V209	HVAC		232	TITUS	2025		Mpls. Federal Bld.
433	V210	HVAC		234	TITUS	2025		Mpls. Federal Bld.
434	V211	HVAC		236	TITUS	2025		Mpls. Federal Bld.
435	V212	HVAC		270	TITUS	2025		Mpls. Federal Bld.
436	V213	HVAC		270	TITUS	2025		Mpls. Federal Bld.
437	V214	HVAC		239	TITUS	2025		Mpls. Federal Bld.
438	V215	HVAC		266	TITUS	2025		Mpls. Federal Bld.
439	V216	HVAC		254	TITUS	2025		Mpls. Federal Bld.
440	V217	HVAC		258	TITUS	2025		Mpls. Federal Bld.
441	V218	HVAC		265	TITUS	2025		Mpls. Federal Bld.
442	V219	HVAC		240	TITUS	2025		Mpls. Federal Bld.
443	V220	HVAC		2123	TITUS	2025		Mpls. Federal Bld.
444	V221	HVAC		264	TITUS	2025		Mpls. Federal Bld.
445	V222	HVAC		217	TITUS	2025		Mpls. Federal Bld.
446	V223	HVAC		264	TITUS	2025		Mpls. Federal Bld.
447	V224	HVAC		201	TITUS	2025		Mpls. Federal Bld.
448	V225	HVAC		201	TITUS	2025		Mpls. Federal Bld.
449	V226	HVAC		201	TITUS	2025		Mpls. Federal Bld.
450	V227	HVAC		215	TITUS	2025		Mpls. Federal Bld.

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451	V228	HVAC		209	TITUS	2025		Mpls. Federal Bld.
452	V229	HVAC		208	TITUS	2025		Mpls. Federal Bld.
453	V230	HVAC		207	TITUS	2025		Mpls. Federal Bld.
454	V231	HVAC		209	TITUS	2025		Mpls. Federal Bld.
455	V232	HVAC		220	TITUS	2025		Mpls. Federal Bld.
456	V233	HVAC		202	TITUS	2025		Mpls. Federal Bld.
457	V234	HVAC		247	TITUS	2025		Mpls. Federal Bld.
458	V235	HVAC		259	TITUS	2025		Mpls. Federal Bld.
459	V301	HVAC		375	TITUS	2025		Mpls. Federal Bld.
460	V302	HVAC		301	TITUS	2025		Mpls. Federal Bld.
461	V303	HVAC		372	TITUS	2025		Mpls. Federal Bld.
462	V304	HVAC			TITUS	2025		Mpls. Federal Bld.
463	V305	HVAC			TITUS	2025		Mpls. Federal Bld.
464	V306	HVAC			TITUS	2025		Mpls. Federal Bld.
465	V307	HVAC			TITUS	2025		Mpls. Federal Bld.
466	V308	HVAC			TITUS	2025		Mpls. Federal Bld.
467	V309	HVAC			TITUS	2025		Mpls. Federal Bld.
468	V310	HVAC			TITUS	2025		Mpls. Federal Bld.
469	V311	HVAC			TITUS	2025		Mpls. Federal Bld.
470	V312	HVAC		308	TITUS	2025		Mpls. Federal Bld.
471	V313	HVAC		308	TITUS	2025		Mpls. Federal Bld.
472	V314	HVAC		308	TITUS	2025		Mpls. Federal Bld.
473	V315	HVAC		308	TITUS	2025		Mpls. Federal Bld.
474	V316	HVAC		391	TITUS	2025		Mpls. Federal Bld.
475	V317	HVAC		324	TITUS	2025		Mpls. Federal Bld.
476	V318	HVAC		325	TITUS	2025		Mpls. Federal Bld.
477	V319	HVAC		327	TITUS	2025		Mpls. Federal Bld.
478	V320	HVAC		328	TITUS	2025		Mpls. Federal Bld.
479	V321	HVAC		323	TITUS	2025		Mpls. Federal Bld.
480	V322	HVAC		331	TITUS	2025		Mpls. Federal Bld.
481	V323	HVAC		314	TITUS	2025		Mpls. Federal Bld.
482	V324	HVAC		335	TITUS	2025		Mpls. Federal Bld.
483	V325	HVAC		339	TITUS	2025		Mpls. Federal Bld.
484	V326	HVAC		343	TITUS	2025		Mpls. Federal Bld.
485	V327	HVAC		345	TITUS	2025		Mpls. Federal Bld.
486	V328	HVAC		346	TITUS	2025		Mpls. Federal Bld.
487	V329	HVAC		353	TITUS	2025		Mpls. Federal Bld.
488	V330	HVAC		348	TITUS	2025		Mpls. Federal Bld.
489	V331	HVAC		316	TITUS	2025		Mpls. Federal Bld.
490	V332	HVAC		360	TITUS	2025		Mpls. Federal Bld.
491	V333	HVAC		360	TITUS	2025		Mpls. Federal Bld.
492	V334	HVAC		355	TITUS	2025		Mpls. Federal Bld.
493	V335	HVAC		357	TITUS	2025		Mpls. Federal Bld.
494	V337	HVAC		394	TITUS	2025		Mpls. Federal Bld.
495	V338	HVAC		394	TITUS	2025		Mpls. Federal Bld.

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496	V339	HVAC		385	TITUS	2025		Mpls. Federal Bld.
497	V340	HVAC		383	TITUS	2025		Mpls. Federal Bld.
498	V341	HVAC		377	TITUS	2025		Mpls. Federal Bld.
499	V342	HVAC		379	TITUS	2025		Mpls. Federal Bld.
500	V343	HVAC		360	TITUS	2025		Mpls. Federal Bld.
501	V344	HVAC		320	TITUS	2025		Mpls. Federal Bld.
502	V345	HVAC		388	TITUS	2025		Mpls. Federal Bld.
503	V346	HVAC		351	TITUS	2025		Mpls. Federal Bld.
504	V347	HVAC		308	TITUS	2025		Mpls. Federal Bld.
505	V348	HVAC		CONF RM	TITUS	2025		Mpls. Federal Bld.
506	V401	HVAC		434	TITUS	2025		Mpls. Federal Bld.
507	V402	HVAC		435	TITUS	2025		Mpls. Federal Bld.
508	V403	HVAC		438	TITUS	2025		Mpls. Federal Bld.
509	V404	HVAC			TITUS	2025		Mpls. Federal Bld.
510	V405	HVAC		430	TITUS	2025		Mpls. Federal Bld.
511	V406	HVAC		470	TITUS	2025		Mpls. Federal Bld.
512	V407	HVAC		467	TITUS	2025		Mpls. Federal Bld.
513	V408	HVAC		470	TITUS	2025		Mpls. Federal Bld.
514	V409	HVAC		428	TITUS	2025		Mpls. Federal Bld.
515	V410	HVAC		456	TITUS	2025		Mpls. Federal Bld.
516	V411	HVAC		426	TITUS	2025		Mpls. Federal Bld.
517	V412	HVAC		465	TITUS	2025		Mpls. Federal Bld.
518	V413	HVAC		454	TITUS	2025		Mpls. Federal Bld.
519	V414	HVAC		424	TITUS	2025		Mpls. Federal Bld.
520	V415	HVAC		421	TITUS	2025		Mpls. Federal Bld.
521	V416	HVAC		402	TITUS	2025		Mpls. Federal Bld.
522	V417	HVAC		403	TITUS	2025		Mpls. Federal Bld.
523	V418	HVAC		458	TITUS	2025		Mpls. Federal Bld.
524	V419	HVAC		419	TITUS	2025		Mpls. Federal Bld.
525	V420	HVAC		455	TITUS	2025		Mpls. Federal Bld.
526	V421	HVAC		414	TITUS	2025		Mpls. Federal Bld.
527	V422	HVAC		410	TITUS	2025		Mpls. Federal Bld.
528	V423	HVAC		409	TITUS	2025		Mpls. Federal Bld.
529	V424	HVAC		418	TITUS	2025		Mpls. Federal Bld.
530	V425	HVAC		416	TITUS	2025		Mpls. Federal Bld.
531	V426	HVAC		440	TITUS	2025		Mpls. Federal Bld.
532	V427	HVAC		443	TITUS	2025		Mpls. Federal Bld.
533	V428	HVAC		451	TITUS	2025		Mpls. Federal Bld.
534	V429	HVAC		446	TITUS	2025		Mpls. Federal Bld.
535	V431	HVAC		448	TITUS	2025		Mpls. Federal Bld.
536	V432	HVAC		436	TITUS	2025		Mpls. Federal Bld.
537	V434	HVAC		434	TITUS	2025		Mpls. Federal Bld.
538	V435	HVAC		434	TITUS	2025		Mpls. Federal Bld.
539	V436	HVAC		409	TITUS	2025		Mpls. Federal Bld.
540	V437	HVAC		44A	TITUS	2025		Mpls. Federal Bld.

RTW Enterprises Inc. Mpls. Federal Courthouse
Equipment/Asset List

Date printed: 03/01/2012

	Name	Category	Sub-Category	Asset #	Make	Model	Serial #	Location
541	V438	HVAC		400	TITUS	2025		Mpls. Federal Bld.
542	V439	HVAC		440	TITUS	2025		Mpls. Federal Bld.
543	V440	HVAC		445	TITUS	2025		Mpls. Federal Bld.
544	V441	HVAC		447	TITUS	2025		Mpls. Federal Bld.
545	V442	HVAC		457	TITUS	2025		Mpls. Federal Bld.
546	V443	HVAC		448	TITUS	2025		Mpls. Federal Bld.
547	V444	HVAC		451	TITUS	2025		Mpls. Federal Bld.
548	V445	HVAC		433	TITUS	2025		Mpls. Federal Bld.
549	V446	HVAC		472	TITUS	2025		Mpls. Federal Bld.
550	V447	HVAC		453	TITUS	2025		Mpls. Federal Bld.
551	V501	HVAC			TITUS	2025		Mpls. Federal Bld.
552	V502	HVAC		RM 537	TITUS			Mpls. Federal Bld.
553	V503	HVAC		540	TITUS			Mpls. Federal Bld.
554	V504	HVAC			TITUS			Mpls. Federal Bld.
555	V505	HVAC		544	TITUS			Mpls. Federal Bld.
556	V506	HVAC		547	TITUS			Mpls. Federal Bld.
557	V507	HVAC		S. RECEPTION	TITUS			Mpls. Federal Bld.
558	V508	HVAC		551	TITUS			Mpls. Federal Bld.
559	V509	HVAC		OPEN OFFICE ARE	TITUS			Mpls. Federal Bld.
560	V510	HVAC		555	TITUS			Mpls. Federal Bld.
561	V511	HVAC		556	TITUS			Mpls. Federal Bld.
562	V512	HVAC		558	TITUS			Mpls. Federal Bld.
563	V513	HVAC		562	TITUS			Mpls. Federal Bld.
564	V514	HVAC		LUNCH ROOM	TITUS			Mpls. Federal Bld.
565	V515	HVAC		ELEV LOBBY	TITUS			Mpls. Federal Bld.
566	V516	HVAC		576	TITUS			Mpls. Federal Bld.
567	V517	HVAC		575-2	TITUS			Mpls. Federal Bld.
568	V518	HVAC		577-3	TITUS			Mpls. Federal Bld.
569	V519	HVAC		568	TITUS			Mpls. Federal Bld.
570	V520	HVAC		HALLWAY	TITUS			Mpls. Federal Bld.
571	V521	HVAC		NE OPEN OFFICE	TITUS			Mpls. Federal Bld.
572	V522	HVAC		522	TITUS			Mpls. Federal Bld.
573	V523	HVAC		5128	TITUS			Mpls. Federal Bld.
574	V524	HVAC		5128	TITUS			Mpls. Federal Bld.
575	V525	HVAC		5128	TITUS			Mpls. Federal Bld.
576	V526	HVAC		5122	TITUS			Mpls. Federal Bld.
577	V527	HVAC		A512	TITUS			Mpls. Federal Bld.
578	V528	HVAC		5120	TITUS			Mpls. Federal Bld.
579	V529	HVAC		5119	TITUS			Mpls. Federal Bld.
580	V530	HVAC		5117	TITUS			Mpls. Federal Bld.
581	V531	HVAC		5109	TITUS			Mpls. Federal Bld.
582	V532	HVAC		5116	TITUS			Mpls. Federal Bld.
583	V533	HVAC		HALLWAY	TITUS			Mpls. Federal Bld.
584	V534	HVAC		5101	TITUS			Mpls. Federal Bld.
585	V535	HVAC		5103	TITUS			Mpls. Federal Bld.

RTW Enterprises Inc. Mpls. Federal Courthouse
Equipment/Asset List

Date printed: 03/01/2012

	Name	Category	Sub-Category	Asset #	Make	Model	Serial #	Location
586	V536	HVAC		5101	TITUS			Mpls. Federal Bld.
587	V537	HVAC		5103	TITUS			Mpls. Federal Bld.
588	V538	HVAC		5283	TITUS			Mpls. Federal Bld.
589	V539	HVAC		520	TITUS			Mpls. Federal Bld.
590	V540	HVAC		520	TITUS			Mpls. Federal Bld.
591	V541	HVAC		520	TITUS			Mpls. Federal Bld.
592	V542	HVAC		581	TITUS			Mpls. Federal Bld.
593	V543	HVAC		534	TITUS			Mpls. Federal Bld.
594	V544	HVAC		535	TITUS			Mpls. Federal Bld.
595	V545	HVAC		592	TITUS			Mpls. Federal Bld.
596	V546	HVAC		509	TITUS			Mpls. Federal Bld.
597	V547	HVAC		586	TITUS			Mpls. Federal Bld.
598	V548	HVAC		505	TITUS			Mpls. Federal Bld.
599	V549	HVAC		583	TITUS			Mpls. Federal Bld.
600	V550	HVAC		587	TITUS			Mpls. Federal Bld.
601	V551	HVAC		534	TITUS			Mpls. Federal Bld.
602	V601	HVAC		N. OPEN OFFICE	TITUS			Mpls. Federal Bld.
603	V602	HVAC		652	TITUS			Mpls. Federal Bld.
604	V603	HVAC		651	TITUS			Mpls. Federal Bld.
605	V604	HVAC		648	TITUS			Mpls. Federal Bld.
606	V605	HVAC		647	TITUS			Mpls. Federal Bld.
607	V606	HVAC		645	TITUS			Mpls. Federal Bld.
608	V607	HVAC		644	TITUS			Mpls. Federal Bld.
609	V608	HVAC		641	TITUS			Mpls. Federal Bld.
610	V609	HVAC		642	TITUS			Mpls. Federal Bld.
611	V610	HVAC		HALLWAY	TITUS			Mpls. Federal Bld.
612	V611	HVAC		640	TITUS			Mpls. Federal Bld.
613	V612	HVAC		638	TITUS			Mpls. Federal Bld.
614	V613	HVAC		633	TITUS			Mpls. Federal Bld.
615	V614	HVAC		653	TITUS			Mpls. Federal Bld.
616	V615	HVAC		649	TITUS			Mpls. Federal Bld.
617	V616	HVAC		627	TITUS			Mpls. Federal Bld.
618	V617	HVAC		631	TITUS			Mpls. Federal Bld.
619	V618	HVAC		631	TITUS			Mpls. Federal Bld.
620	V619	HVAC		SW OPEN OFFICE	TITUS			Mpls. Federal Bld.
621	V620	HVAC		625	TITUS			Mpls. Federal Bld.
622	V621	HVAC		SW HALLWAY	TITUS			Mpls. Federal Bld.
623	V622	HVAC		620	TITUS			Mpls. Federal Bld.
624	V626	HVAC		606	TITUS			Mpls. Federal Bld.
625	V627	HVAC		S OPEN OFFICE AREA	TITUS			Mpls. Federal Bld.
626	V628	HVAC		S HALLWAY	TITUS			Mpls. Federal Bld.
627	V629	HVAC		682	TITUS			Mpls. Federal Bld.
628	V630	HVAC		RECEPTION	TITUS			Mpls. Federal Bld.
629	V631	HVAC		613	TITUS			Mpls. Federal Bld.
630	V632	HVAC		S. OFFICE AREA	TITUS			Mpls. Federal Bld.

RTW Enterprises Inc. Mpls. Federal Courthouse
Equipment/Asset List

Date printed: 03/01/2012

	Name	Category	Sub-Category	Asset #	Make	Model	Serial #	Location
631	V633	HVAC		685	TITUS			Mpls. Federal Bld.
632	V634	HVAC		685	TITUS			Mpls. Federal Bld.
633	V635	HVAC		681	TITUS			Mpls. Federal Bld.
634	V636	HVAC		679	TITUS			Mpls. Federal Bld.
635	V637	HVAC		677	TITUS			Mpls. Federal Bld.
636	V638	HVAC		COPY ROOM	TITUS			Mpls. Federal Bld.
637	V639	HVAC		LIBRARY	TITUS			Mpls. Federal Bld.
638	V640	HVAC		COPY ROOM				Mpls. Federal Bld.
639	V641	HVAC		671	TITUS			Mpls. Federal Bld.
640	V642	HVAC		LIBRARY	TITUS			Mpls. Federal Bld.
641	V643	HVAC		E FILE ROOM	TITUS			Mpls. Federal Bld.
642	V644	HVAC		666	TITUS			Mpls. Federal Bld.
643	V645	HVAC		655	TITUS			Mpls. Federal Bld.
644	V646	HVAC		687	TITUS			Mpls. Federal Bld.
645	V647	HVAC		CENTRAL HALLWAY	TITUS			Mpls. Federal Bld.
646	V648	HVAC		658	TITUS			Mpls. Federal Bld.
647	V649	HVAC		660	TITUS			Mpls. Federal Bld.
648	V650	HVAC		661	TITUS			Mpls. Federal Bld.
649	V651	HVAC		664	TITUS			Mpls. Federal Bld.
650	V652	HVAC		NE OPEN OFFICE AREA	TITUS			Mpls. Federal Bld.
651	V653	HVAC		NE CONF RM	TITUS			Mpls. Federal Bld.
652	V701	HVAC			TITUS			Mpls. Federal Bld.
653	V702	HVAC			TITUS			Mpls. Federal Bld.
654	V703	HVAC			TITUS			Mpls. Federal Bld.
655	V704	HVAC			TITUS			Mpls. Federal Bld.
656	V705	HVAC			TITUS			Mpls. Federal Bld.
657	V706	HVAC			TITUS			Mpls. Federal Bld.
658	V707	HVAC			TITUS			Mpls. Federal Bld.
659	V708	HVAC			TITUS			Mpls. Federal Bld.
660	V709	HVAC			TITUS			Mpls. Federal Bld.
661	V710	HVAC			TITUS			Mpls. Federal Bld.
662	V711	HVAC			TITUS			Mpls. Federal Bld.
663	V712	HVAC		7116	TITUS			Mpls. Federal Bld.
664	V713	HVAC		7117	TITUS			Mpls. Federal Bld.
665	V714	HVAC			TITUS			Mpls. Federal Bld.
666	V715	HVAC			TITUS			Mpls. Federal Bld.
667	V716	HVAC			TITUS			Mpls. Federal Bld.
668	V717	HVAC		7138	TITUS			Mpls. Federal Bld.
669	V718	HVAC			TITUS			Mpls. Federal Bld.
670	V801	HVAC		8101	TITUS			Mpls. Federal Bld.
671	V802	HVAC			TITUS			Mpls. Federal Bld.
672	V803	HVAC			TITUS			Mpls. Federal Bld.
673	V804	HVAC		88 B	TITUS			Mpls. Federal Bld.
674	V805	HVAC			TITUS			Mpls. Federal Bld.
675	V806	HVAC			TITUS			Mpls. Federal Bld.

RTW Enterprises Inc.
Mpls. Federal Courthouse

Equipment/Asset List

Date printed: 03/01/2012

	Name	Category	Sub-Category	Asset #	Make	Model	Serial #	Location
676	V807	HVAC		8107	TITUS			Mpls. Federal Bld.
677	V809	HVAC		8110	TITUS			Mpls. Federal Bld.
678	V810	HVAC		8114	TITUS			Mpls. Federal Bld.
679	V811	HVAC		88 F	TITUS			Mpls. Federal Bld.
680	V812	HVAC		8121	TITUS			Mpls. Federal Bld.
681	V813	HVAC		8117	TITUS			Mpls. Federal Bld.
682	V814	HVAC		8122	TITUS			Mpls. Federal Bld.
683	V815	HVAC		129	TITUS			Mpls. Federal Bld.
684	V816	HVAC		8137	TITUS			Mpls. Federal Bld.
685	V817	HVAC		8137	TITUS			Mpls. Federal Bld.
686	V898	HVAC			TITUS			Mpls. Federal Bld.
687	V901	HVAC		9101	TITUS			Mpls. Federal Bld.
688	V902	HVAC		9105	TITUS			Mpls. Federal Bld.
689	V903	HVAC		9156	TITUS			Mpls. Federal Bld.
690	V904	HVAC		9152	TITUS			Mpls. Federal Bld.
691	V905	HVAC		9161	TITUS			Mpls. Federal Bld.
692	V906	HVAC		9143	TITUS			Mpls. Federal Bld.
693	V907	HVAC		9107	TITUS			Mpls. Federal Bld.
694	V908	HVAC		9113	TITUS			Mpls. Federal Bld.
695	V909	HVAC		9110	TITUS			Mpls. Federal Bld.
696	V910	HVAC		9114	TITUS			Mpls. Federal Bld.
697	V911	HVAC		99 F	TITUS			Mpls. Federal Bld.
698	V912	HVAC		9116	TITUS			Mpls. Federal Bld.
699	V913	HVAC		9117	TITUS			Mpls. Federal Bld.
700	V914	HVAC		9122	TITUS			Mpls. Federal Bld.
701	V915	HVAC		9131	TITUS			Mpls. Federal Bld.
702	V916	HVAC		99 D	TITUS			Mpls. Federal Bld.
703	V917	HVAC		9143	TITUS			Mpls. Federal Bld.
704	V918	HVAC		9143	TITUS			Mpls. Federal Bld.
705	VFD (61)	HVAC	UPV	ALL				Mpls. Federal Bld.
706	WATER TREATMENT	HVAC	WATER TREATMENT	ALL				Mpls. Federal Bld.

J.5. EXCLUSIONS TO EQUIPMENT INVENTORY LIST

The Contractor is not responsible for operation, maintenance or repair of agency program equipment (except that which has already been described), including but not limited to:

Computers	Lighting in modular	Office machines
Mail handling equipment	Agency or personally furniture	Security systems
Keycard systems	Owned appliances	Printing equipment

J.6. MECHANICAL INSPECTION FORM

MECHANICAL CONTRACT AUXILLARY INSPECTION FORM						
BUILDING NAME		ADDRESS			INSPECTED BY	
CONTRACT NUMBER		INSPECTOR'S SIGNATURE				
TIME	STARTED	COMPLETED			TOTAL SCORE	
REVIEWED BY		DATE				
<p>INSTRUCTIONS: This form will be used for the inspection of areas and equipment included in the mechanical contract. The condition of the area(s) and equipment will be rated: EXCEPTIONAL (2), ACCEPTABLE (1); OUT OF SERVICE (0)</p> <p>Explain all out of service ratings in remarks and give corrective action necessary.</p>						
[
LOCATION (MECHANICAL AREA)	TYPE OF EQUIPMENT	CONDITION √ ()			REMARKS	INITIAL AND DATE
		EXCELLENT (2)	ACCEPTABLE (1)	OUT OF SERVICE (0)		
BUILDING SHELL	Floors					
	Ramps					
	Stairs					
	Catwalks					
ROOF						
	Frame					
	Canopies					
	Openings					
	Skylights					
	Hatches					
	Coverings					
	Traffic coatings					
	Flashing					
EXTERIOR						
	Exterior Walls					
	Skin					
	Parapets					
	Vents					
	Rails					
	Exterior Windows					
	Curtain Walls					
	Exterior Doors					
	Exterior Gates					
INTERIOR						
	Partitions					
	Panels					

	Rails					
	Windows					
	Grilles					
	Interior Doors					
	Fire Doors					
	Gates					
	Fittings					
	Signage					
	Enclosures					
	Chutes					
INTERIOR FINISHES						
	Wall Finishes					
	Paneling					
	Carpet					
	Access					
	Traffic					
	Acoustic floor					
	Finishes					
	Floor tiles					
	Ceiling finishes					
	Ceiling tile					
	Suspended trim					
STAIRS						
	Stair Construction					
	Frame					
	Landing					
	Stair Finishes					
	Railings					
	Soffits					
	Coatings					
PLUMBING						
	Plumbing fixtures					
	Drinking fountains					
	Trim					
	Domestic water distribution					
	Pumps					
	Tanks					
	Sanitary waste					
	Pumps					
	Pits					
	Specialties					
	Rain water drainage					
	Hangers					
	Insulation					
	Other plumbing systems					

HEATING VENTILATIO N AIR CONDITIONI NG						
	Energy Supply					
	Oil					
	Natural gas					
	Steam					
	Solar					
	Heat Generation					
	Boilers					
	Furnaces					
	Heaters					
	Refrigeration					
	Chillers					
	Towers					
	Auxiliaries					
	HVAC Distribution					
	Air					
	Steam					
	Hydronic					
	Terminal and					
	Packaged units, humidifiers					
	HVAC					
	Instrumentation and controls					
	Testing, adjusting and balancing					
	Other special					
	HVAC systems and equipment					
	Filters					
FIRE PROTECTIO N						
	Sprinkler Systems - Wet					
	Sprinkler Systems - Dry					
	Standpipe Systems					
	Fire Pumps & Controllers					
	Fire Extinguishers					
	Fire Alarm System					

	Chemical Suppression Systems					
	Smoke Control Systems					
	Smoke Evacuation Systems					
	Smoke & Fire Dampers					
	Fire Doors & Windows					
	Emergency Lighting					
	Exit Signage					
	Photo luminescent Stairway Marking					
	Other Fire Protection					
ELECTRICAL						
	Electrical service and distribution					
	MCC's					
	Lighting and Branch wiring					
	Load panels					
	Communication					
	Security					
	Environmental					
	Other electrical					
	Systems					
	UPS					
	Generators					
	Central Clock					
	System					
	Building					
	Automation					
	System					
OTHER EQUIPMENT & FURNISHES						
	Institutional equipment					
	Library					
	Stage					
	Lab					
	Vehicular equipment					
	Dock					

	Parking					
	Service					
	Other equipment					
	Athletic					
	Kitchen					
	Solid Waste					
	Furnishes					
	Fixed furnishings					
INSPECTION CERTIFICATE						
	Boilers					
	Unfired					
	Pressure					
	Vessels					

DEFINITIONS FOR CONDITION ASSESSMENT – MECHANICAL PROGRAM

The definitions along with some examples are shown below; however, the list is not all-inclusive, nor do all the deficiencies listed below have to be present to receive a particular score. The score for each category is an average. The inspector(s) take into account the number of deficiencies as well as the severity or impact a deficiency has or might have on the tenants, equipment and/or facility.

(2) EXCELLENT:

Contract expectations are being met and/or exceeded with few to no deficiencies for operation, maintenance, and repairs of a particular piece of equipment, system, or other components of facility structures being evaluated. Deficiencies, if any, are minimal, very minor, and can be easily corrected. The item(s) being evaluated appear to be operating quite well, with little or no detection of unusual noise, obvious leaks, unusual vibration, corrosion or rust problems. Such items have either lasted well in its usage or have been exceptionally well maintained. The impact of any function may depend upon location.

There are few to no problems with settlement, surface conditions, moisture penetration, spalling, drainage problems, tripping hazards, caulking, and code compliance.

Operating instructions are posted, critical valves are tagged, the lockout/tagout is properly used, all logs and charts are kept current. There are no apparent health, sanitation or safety hazards, and water treatment is in good condition. Insulation is in good condition, all pipes and conduit appear to be in good condition and well-anchored in place. Electrical breakers are properly and clearly labeled and the fire extinguishers have the proper tags annotated with current inspection dates. General maintenance, housekeeping and overall appearance of the equipment and space is in good condition and the equipment rooms are well organized. Equipment lubrication appears to have been done. Pipes have been painted or clearly labeled as appropriate for identification. The equipment, and/or rooms may be painted. It is not required to have the equipment and rooms painted to be exceptional, yet all must be clean and well organized, with no safety or fire hazard present. All safety regulations and/or procedures are followed. Inspection Certificates are posted as necessary.

(1) ACCEPTABLE:

Contract expectations are being minimally met for operation, maintenance, and repairs of a particular piece of equipment, system or other components of facility structures being evaluated. There are some deficiencies present; however, none that would greatly impact the tenants, equipment, or facility. The item(s) being evaluated appear to be operating in a satisfactory manner, with some minor detection of unusual noise, obvious leaks, unusual vibration, corrosion or rust problems. The facility components, based upon their age, materials of construction, usage, location, and environmental exposure, fulfill its function. The impact of function may depend upon location.

There are no significant problems with settlement, surface conditions, moisture penetration, spalling, drainage problems, tripping hazards, caulking problems, and no code compliance problems. The conditions are maintained in a satisfactory manner so as not to impact the tenants and/or the condition of the equipment or facility.

Preventive maintenance and repairs are completed for the most part in a satisfactory manner. Operating instructions are posted, critical valves are tagged, the lockout/tagout is properly used, all logs and charts are kept current. There are no apparent health, sanitation or safety hazards, and water treatment is in compliance. Insulation is in satisfactory condition, all pipes and conduit appear to be in good condition and appropriately anchored. Electrical breakers are for the most part properly labeled and the fire extinguishers have the proper tag annotated with current inspection dates. General maintenance, housekeeping and overall appearance of the equipment and mechanical space is in fair to fairly good condition and the equipment rooms are acceptable being somewhat clean and organized, with no real safety or fire hazards present. Equipment lubrication appears to have been done. Pipes have been properly identified. Some safety regulations and/or procedures are followed. Some inspection certifications are posted as necessary.

(0) OUT OF SERVICE:

There are obvious signs of deterioration or neglect either in the daily operation, maintenance, or repairs of a particular piece of equipment, system, or other components of facility structures being evaluated. The item(s) being evaluated is not operating in a satisfactory manner and is out of service, or there are unusual noises, obvious leaks, unusual vibration, and visible signs of excessive corrosion and/or rust present. The item(s) are deteriorating below their capacity to sufficiently fulfill their function. The impact of function may depend upon location, such as a problem with a painted surface in a basement storeroom would not have the urgency for correction, as would a Courthouse entrance lobby wall. Determination of the causes of deterioration or deficiency may require special technical expertise that goes beyond the scope of this inspection; i.e., color fading, alligatoring, peeling, due to different causes. It is beyond the scope of this assessment to determine the causes unless they are patently obvious.

MECHANICAL CONTRACT INSPECTION REPORT

BUILDING		REPORT NUMBER		CONTRACT NUMBER		INSPECTION	
INSPECTOR'S NAME (Print)				INSPECTOR'S SIGNATURE			
TIME	STARTED	COMPLETED	CONTRACTOR'S RECEIPT		CONTRACTOR'S SIGNATURE		
			⇒				
REVIEWED BY		DATE	TIME		DATE		

INSTRUCTIONS: This form will be used for the inspection of areas and equipment under mechanical contracts by inspectors to record results. The condition of the area(s) and equipment will be rated **SATISFACTORY, UNSATISFACTORY, or OUT OF SERVICE**. Explain all unsatisfactory or out of service ratings in remarks.

[illegible]

GENERAL SERVICES ADMINISTRATION
(5-10)

GSA Form 3423

MECHANICAL CONTRACT INSPECTION REPORT

BUILDING	REPORT NUMBER	CONTRACT NUMBER	INSPECTION
INSPECTOR'S NAME (Print)		INSPECTOR'S SIGNATURE	

TIME	STARTED	COMPLETED	CONTRACTOR'S RECEIPT ⇒	CONTRACTOR'S SIGNATURE
REVIEWED BY		DATE	TIME	DATE

INSTRUCTIONS: This form will be used for the inspection of areas and equipment under mechanical contracts by inspectors to record results. The condition of the area(s) and equipment will be rated **SATISFACTORY, UNSATISFACTORY, or OUT OF SERVICE**. Explain all unsatisfactory or out of service ratings in remarks.

[illegible]

GSA Form 3423 BACK

	Corrective Action	Yes	No
1.	Deduction Proposal		
2.	Contractor Notified		
3.	Cure Letter		
4.	Other (Specify)		

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1. Building Temperatures

	Location	Temperature Reading	Date	Time	Is it with Compliance	Yes	No
1.							
2.							
3.							
4.							

Necessary Corrective Action on Unsatisfactory Action

	Corrective Action	Yes	No
1.	Deduction Proposal		
2.	Contractor Notified		
3.	Cure Letter		
4.	Other (Specify)		

Remark

4. Building Operation

		Start-Up Time	Shut-down Time	Yes	No
1.	Note Start-Up and Shut-down Times:				
2.	Any equipment operating unnecessarily?				

Necessary Corrective Action on Unsatisfactory Action

	Corrective Action	Yes	No
1.	Deduction Proposal		
2.	Contractor Notified		
3.	Cure Letter		
4.	Other (Specify)		

Remark

PART III - WATER TREATMENT

		Yes	No
1.	Test completed for the month?		
2.	Were the results in compliance with the contract specifications?		
3.	Were the recommendations from the previous month accomplished?		
4.	If applicable, has the independent test been performed?		

Necessary Corrective Action on Unsatisfactory Action

	Corrective Action	Yes	No
1.	Deduction Proposal		
2.	Contractor Notified		
3.	Cure Letter		
4.	Other (Specify)		

Remark

PART IV - SERVICE CALLS / REPAIRS

1.	Total number of calls generated for the		
2.	Total inspected for compliance		

Calls not completed

Service Call #	Type of Repair

Necessary Corrective Action on Unsatisfactory Action

	Corrective Action	Yes	No
1.	Deduction Proposal		
2.	Contractor Notified		
3.	Cure Letter		
4.	Other (Specify)		

Remark

PART V. - UTILITY HOURS

Number of Authorized Utility Hours For This
Actual Number Used

J.7. WAGE DETERMINATION/COLLECTIVE BARGAINING AGREEMENTWD 05-2287 (Rev.-11) was first posted on www.wdol.gov on 06/17/2011

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

		Wage Determination No.: 2005-2287
Diane C. Koplewski		Revision No.: 11
Director		Date Of Revision: 06/13/2011

States: Minnesota, Wisconsin

Area: Minnesota Counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Washington, Wright
Wisconsin Counties of Pierce, Polk, St Croix

Fringe Benefits Required Follow the Occupational Listing OCCUPATION CODE - TITLE			
		FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations			
01011 - Accounting Clerk I			15.12
01012 - Accounting Clerk II			16.97
01013 - Accounting Clerk III			18.99
01020 - Administrative Assistant			22.97
01040 - Court Reporter			19.17
01051 - Data Entry Operator I			13.68
01052 - Data Entry Operator II			14.93
01060 - Dispatcher, Motor Vehicle			21.93
01070 - Document Preparation Clerk			15.07
01090 - Duplicating Machine Operator			15.07
01111 - General Clerk I			14.03
01112 - General Clerk II			15.31
01113 - General Clerk III			18.25
01120 - Housing Referral Assistant			22.38
01141 - Messenger Courier			13.62
01191 - Order Clerk I			16.23
01192 - Order Clerk II			17.72
01261 - Personnel Assistant	(Employment)	I	17.75
01262 - Personnel Assistant	(Employment)	II	19.86
01263 - Personnel Assistant	(Employment)	III	22.13
01270 - Production Control Clerk			22.34
01280 - Receptionist			15.24
01290 - Rental Clerk			16.80
01300 - Scheduler, Maintenance			17.95
01311 - Secretary I			17.95
01312 - Secretary II			20.09
01313 - Secretary III			22.38
01320 - Service Order Dispatcher			20.00
01410 - Supply Technician			22.97
01420 - Survey Worker			19.17
01531 - Travel Clerk I			14.01
01532 - Travel Clerk II			15.12
01533 - Travel Clerk III			16.22
01611 - Word Processor I			15.01
01612 - Word Processor II			16.85
01613 - Word Processor III			18.85
05000 - Automotive Service Occupations			
05005 - Automobile Body Repairer, Fiberglass			23.66
05010 - Automotive Electrician			20.79

05040 - Automotive Glass Installer	19.11
05070 - Automotive Worker	19.93
05110 - Mobile Equipment Servicer	17.51
05130 - Motor Equipment Metal Mechanic	21.60
05160 - Motor Equipment Metal Worker	19.93
05190 - Motor Vehicle Mechanic	21.70
05220 - Motor Vehicle Mechanic Helper	16.72
05250 - Motor Vehicle Upholstery Worker	18.51
05280 - Motor Vehicle Wrecker	19.93
05310 - Painter, Automotive	19.94
05340 - Radiator Repair Specialist	19.73
05370 - Tire Repairer	16.12
05400 - Transmission Repair Specialist	21.60
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.80
07041 - Cook I	13.58
07042 - Cook II	14.78
07070 - Dishwasher	10.58
07130 - Food Service Worker	10.92
07210 - Meat Cutter	20.01
07260 - Waiter/Waitress	11.59
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.90
09040 - Furniture Handler	16.13
09080 - Furniture Refinisher	19.90
09090 - Furniture Refinisher Helper	18.07
09110 - Furniture Repairer, Minor	19.60
09130 - Upholsterer	19.90
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.56
11060 - Elevator Operator	15.31
11090 - Gardener	20.25
11122 - Housekeeping Aide	15.31
11150 - Janitor	15.31
11210 - Laborer, Grounds Maintenance	16.54
11240 - Maid or Houseman	11.37
11260 - Pruner	16.00
11270 - Tractor Operator	18.46
11330 - Trail Maintenance Worker	16.54
11360 - Window Cleaner	16.67
12000 - Health Occupations	
12010 - Ambulance Driver	18.62
12011 - Breath Alcohol Technician	19.34
12012 - Certified Occupational Therapist Assistant	19.52
12015 - Certified Physical Therapist Assistant	21.11
12020 - Dental Assistant	19.97
12025 - Dental Hygienist	33.77
12030 - EKG Technician	27.56
12035 - Electroneurodiagnostic Technologist	27.56
12040 - Emergency Medical Technician	18.62
12071 - Licensed Practical Nurse I	17.28
12072 - Licensed Practical Nurse II	19.34
12073 - Licensed Practical Nurse III	21.55
12100 - Medical Assistant	16.35
12130 - Medical Laboratory Technician	19.22
12160 - Medical Record Clerk	16.01
12190 - Medical Record Technician	17.91
12195 - Medical Transcriptionist	17.67
12210 - Nuclear Medicine Technologist	34.10
12221 - Nursing Assistant I	11.37
12222 - Nursing Assistant II	12.78

		13.95
		15.79
		18.70
		16.04
2223 - Nursing Assistant III	2224 - Nursing	15.53
Assistant IV	2235 - Optical Dispenser	15.79
12236 - Optical Technician	12250 -	
Pharmacy Technician	12280 - Phlebotomist	
12305 - Radiologic Technologist		27.30
12311 - Registered Nurse I		29.71
12312 - Registered Nurse II		36.35
12313 - Registered Nurse II,	Specialist	36.35
12314 - Registered Nurse III		43.98
12315 - Registered Nurse III, Anesthetist		43.98
12316 - Registered Nurse IV		52.71
12317 - Scheduler	(Drug and Alcohol Testing)	23.34
13000 - Information And Arts Occupations	13011 - Exhibits	
Specialist I		20.47
13012 - Exhibits Specialist II		26.14
13013 - Exhibits Specialist III		30.90
13041 - Illustrator I		21.81
13042 - Illustrator II		27.01
13043 - Illustrator III		33.05
13047 - Librarian		33.12
13050 - Library Aide/Clerk		13.54
13054 - Library Information Technology Systems		25.74
Administrator		
13058 - Library Technician		18.54
13061 - Media Specialist I		18.14
13062 - Media Specialist II		19.95
13063 - Media Specialist III		22.00
13071 - Photographer I		18.66
13072 - Photographer II		20.87
13073 - Photographer III		25.85
13074 - Photographer IV		31.63
13075 - Photographer V		36.15
13110 - Video Teleconference Technician		19.84
14000 - Information Technology Occupations	14041 - Computer	
Operator I		18.63
14042 - Computer Operator II		20.85
14043 - Computer Operator III		23.23
14044 - Computer Operator IV		25.81
14045 - Computer Operator V		28.59
14071 - Computer Programmer I	(see 1)	26.47
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		18.63
14160 - Personal Computer Support Technician		25.81
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor	(Non-Rated)	34.82
15020 - Aircrew Training Devices Instructor	(Rated)	39.04
15030 - Air Crew Training Devices Instructor	(Pilot)	42.83
15050 - Computer Based Training Specialist /	Instructor	34.82
15060 - Educational Technologist		28.68
15070 - Flight Instructor	(Pilot)	42.83
15080 - Graphic Artist		24.15
15090 - Technical Instructor		23.67
15095 - Technical Instructor/Course Developer		28.96
15110 - Test Proctor		19.57

15120 - Tutor	19.57
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.42
16030 - Counter Attendant	11.42
16040 - Dry Cleaner	14.39
16070 - Finisher, Flatwork, Machine	11.42
16090 - Presser, Hand	11.42
16110 - Presser, Machine, Drycleaning	11.42
16130 - Presser, Machine, Shirts	11.42
16160 - Presser, Machine, Wearing Apparel, Laundry	11.42
16190 - Sewing Machine Operator	15.22
16220 - Tailor	16.09
16250 - Washer, Machine	12.66
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	23.64
19040 - Tool And Die Maker	29.32
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.74
21030 - Material Coordinator	22.34
21040 - Material Expediter	22.34
21050 - Material Handling Laborer	16.04
21071 - Order Filler	15.92
21080 - Production Line Worker (Food Processing)	17.74
21110 - Shipping Packer	18.04
21130 - Shipping/Receiving Clerk	18.04
21140 - Store Worker I	14.40
21150 - Stock Clerk	18.61
21210 - Tools And Parts Attendant	17.74
21410 - Warehouse Specialist	18.67
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.14
23021 - Aircraft Mechanic I	27.99
23022 - Aircraft Mechanic II	29.14
23023 - Aircraft Mechanic III	30.35
23040 - Aircraft Mechanic Helper	21.64
23050 - Aircraft, Painter	26.79
23060 - Aircraft Servicer	24.57
23080 - Aircraft Worker	25.65
23110 - Appliance Mechanic	23.16
23120 - Bicycle Repairer	17.12
23125 - Cable Splicer	31.75
23130 - Carpenter, Maintenance	24.26
23140 - Carpet Layer	26.15
23160 - Electrician, Maintenance	29.96
23181 - Electronics Technician Maintenance I	23.74
23182 - Electronics Technician Maintenance II	26.06
23183 - Electronics Technician Maintenance III	29.52
23260 - Fabric Worker	22.65
23290 - Fire Alarm System Mechanic	24.43
23310 - Fire Extinguisher Repairer	21.27
23311 - Fuel Distribution System Mechanic	24.62
23312 - Fuel Distribution System Operator	21.94
23370 - General Maintenance Worker	21.45
23380 - Ground Support Equipment Mechanic	27.99
23381 - Ground Support Equipment Servicer	25.65
23382 - Ground Support Equipment Worker	21.27
23391 - Gunsmith I	23.64
23392 - Gunsmith II	25.92
23393 - Gunsmith III	26.09
23410 - Heating, Ventilation And Air-Conditioning Mechanic	27.16

23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	27.16
23430 - Heavy Equipment Mechanic	24.56
23440 - Heavy Equipment Operator	28.74
23460 - Instrument Mechanic	23.53
23465 - Laboratory/Shelter Mechanic	24.85
23470 - Laborer	13.69
23510 - Locksmith	22.19
23530 - Machinery Maintenance Mechanic	24.68
23550 - Machinist, Maintenance	21.98
23580 - Maintenance Trades Helper	16.19
23591 - Metrology Technician I	23.53
23592 - Metrology Technician II	24.50
23593 - Metrology Technician III	25.51
23640 - Millwright	26.97
23710 - Office Appliance Repairer	21.42
23760 - Painter, Maintenance	21.49
23790 - Pipefitter, Maintenance	32.15
23810 - Plumber, Maintenance	27.99
23820 - Pneudraulic Systems Mechanic	25.92
23850 - Rigger	25.38
23870 - Scale Mechanic	23.64
23890 - Sheet-Metal Worker, Maintenance	29.90
23910 - Small Engine Mechanic	23.36
23931 - Telecommunications Mechanic I	26.00
23932 - Telecommunications Mechanic II	27.07
23950 - Telephone Lineman	24.43
23960 - Welder, Combination, Maintenance	22.63
23965 - Well Driller	23.07
23970 - Woodcraft Worker	25.92
23980 - Woodworker	21.01
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.15
24580 - Child Care Center Clerk	18.03
24610 - Chore Aide	11.26
24620 - Family Readiness And Support Services Coordinator	14.71
24630 - Homemaker	20.05
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.13
25040 - Sewage Plant Operator	22.17
25070 - Stationary Engineer	27.13
25190 - Ventilation Equipment Tender	20.79
25210 - Water Treatment Plant Operator	22.17
27000 - Protective Service Occupations	
27004 - Alarm Monitor	22.00
27007 - Baggage Inspector	14.94
27008 - Corrections Officer	20.73
27010 - Court Security Officer	21.99
27030 - Detection Dog Handler	18.37
27040 - Detention Officer	20.73
27070 - Firefighter	20.84
27101 - Guard I	14.94
27102 - Guard II	18.37
27131 - Police Officer I	27.66
27132 - Police Officer II	30.73
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.15
28042 - Carnival Equipment Repairer	12.21
28043 - Carnival Equipment Worker	9.93
28210 - Gate Attendant/Gate Tender	13.43

					1.28
28310	- Lifeguard				15.03
28350	- Park Attendant	(Aide)			10.59
28510	- Recreation Aide/Health Facility Attendant - Recreation				16.18
28515	Specialist				11.97
28630	- Sports Official				19.47
28690	- Swimming Pool Operator				
29000	- Stevedoring/Longshoremen Occupational Services				
29010	- Blocker And Bracer				25.63
29020	- Hatch Tender				25.63
29030	- Line Handler				25.63
29041	- Stevedore I				24.75
29042	- Stevedore II				26.78
30000	- Technical Occupations				
30010	- Air Traffic Control Specialist, Center	(HFO)	(see 2)		37.91
30011	- Air Traffic Control Specialist,	Station (HFO)	(see 2)		26.13
30012	- Air Traffic Control Specialist, Terminal	(HFO)	(see 2)		28.78
30021	- Archeological Technician I				20.60
30022	- Archeological Technician II				23.05
30023	- Archeological Technician III				28.54
30030	- Cartographic Technician				29.12
30040	- Civil Engineering Technician				25.55
30061	- Drafter/CAD Operator I				20.60
30062	- Drafter/CAD Operator II				23.05
30063	- Drafter/CAD Operator III				25.69
30064	- Drafter/CAD Operator IV				31.62
30081	- Engineering Technician I				18.51
30082	- Engineering Technician II				21.39
30083	- Engineering Technician III				23.93
30084	- Engineering Technician IV				29.64
30085	- Engineering Technician V				31.93
30086	- Engineering Technician VI				39.73
30090	- Environmental Technician				22.39
30210	- Laboratory Technician				20.75
30240	- Mathematical Technician				23.33
30361	- Paralegal/Legal Assistant I				20.05
30362	- Paralegal/Legal Assistant II				24.83
30363	- Paralegal/Legal Assistant III				30.38
30364	- Paralegal/Legal Assistant IV				36.76
30390	- Photo-Optics Technician				29.64
30461	- Technical Writer I				25.29
30462	- Technical Writer II				30.95
30463	- Technical Writer III				37.39
30491	- Unexploded Ordnance	(UXO)	Technician I		24.09
30492	- Unexploded Ordnance	(UXO)	Technician II		29.15
30493	- Unexploded Ordnance	(UXO)	Technician III		34.93
30494	- Unexploded (UXO)	Safety Escort			24.09
30495	- Unexploded (UXO)	Sweep Personnel			24.09
30620	- Weather Observer, Combined Upper Air Or		(see 2)		25.69
	Surface Programs				
30621	- Weather Observer,	Senior	(see 2)		28.54
31000	- Transportation/Mobile Equipment Operation Occupations				
31020	- Bus Aide				13.23
31030	- Bus Driver				17.55
31043	- Driver Courier				16.94
31260	- Parking and Lot Attendant				10.53
31290	- Shuttle Bus Driver				18.14
31310	- Taxi Driver				12.19
31361	- Truckdriver, Light				18.14
31362	- Truckdriver, Medium				22.10
31363	- Truckdriver, Heavy				22.46
31364	- Truckdriver, Tractor-Trailer				22.43

99000	-		
99030	Miscellaneous Occupations		10.11
99050	- Cashier		10.62
99095	- Desk Clerk		30.75
99251	- Embalmer		11.41
99252	- Laboratory Animal Caretaker I - Laboratory		12.22
99310	Animal Caretaker II - Mortician		35.34
99410	- Pest Controller		19.77
99510	- Photofinishing Worker		17.97
99710	- Recycling Laborer		20.39
99711	- Recycling Specialist		23.70
99730	- Refuse Collector		18.73
99810	- Sales Clerk		12.21
99820	- School Crossing Guard		12.01
99830	- Survey Party Chief		29.97
99831	- Surveying Aide		19.91
99832	- Surveying Technician		22.89
99840	- Vending Machine Attendant		16.99
99841	- Vending Machine Repairer		19.47
99842	- Vending Machine Repairer	Helper	16.99

OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

ALL

HEALTH & WELFARE: \$3.59 per hour or \$143.60 per week or \$622.27 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the

conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used.

All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear"

materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance

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standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.